

Course Catalog

One Mission! One Message! One Team!



Tennessee Correction Academy | *"Leading By Positive Example"*

Training Course Catalog – FY 2015 - 2016



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PRE-SERVICE TRAINING DATES – FY 2015 – 2016

TENNESSEE CORRECTION ACADEMY TRAINING ENROLLMENT INFORMATION

The Tennessee Correction Academy is proud to provide the training opportunities listed in this catalog. If you have any questions concerning any of our programs, you may contact any of the following people for further enrollment information or contact your facility Training Coordinator/Specialist.

Denise Demo Egbert - Training Director II – (931) 461-7691

Capt. Anthony Roark, Program Manager – Children’s Service Program and Basic Correctional Professional Program, Specialty Programs –

anthony.l.roark@tn.gov – (931) 461-7681

Capt. Sean Lenart, Program Manager – Community Supervision Use of Force Program and Basic Management Development Program, Specialty Programs –

sean.m.lenart@tn.gov – (931) 461-7100 ext. 1258

Capt. Rick Thompson, Range Commander – rick.l.thompson@tn.gov – (931) 461—7712

Joy Davis - Records – Specialty Training Programs – joy.d.davis@tn.gov - (931) 461-7687

Adrianne Hill, Records, Pre-Service Training Programs – adrianne.l.hill@tn.gov –
(931)-461-7688

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TENNESSEE CORRECTION ACADEMY

The Tennessee Correction Academy is proud of the training opportunities we provide the employees of the Tennessee Department of Correction Adult Services, Community Supervision and the Department of Children's Services. Our focus is to provide quality regimented pre-service training programs and specialty programs aimed at staff development, Supervisory and Management skills development and succession planning.

TENNESSEE DEPARTMENT OF CORRECTION

MISSION

To operate safe and secure prisons and provide effective community supervision in order to enhance public safety

VISION

To be recognized as the best correctional agency in the nation.

GUIDING PRINCIPLES

We

- believe in and support the mission of our agency and our team.
- will treat all people fairly.
- will not purposely compromise public safety.
- will stand behind our word.
- will protect each other but not at the expense of compromising our integrity.
- will always accomplish our mission.

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TENNESSEE CORRECTION ACADEMY

MISSION

To ensure state-of-the-art training to all employees whom we have the opportunity to serve.

VISION

The Tennessee Correction Academy, through a focus on professional service, will set the example for excellence in the delivery of criminal justice training.

VALUES

Implementing a targeted training system
Operating in a quality facility
Making training a clear priority

OUR MOTTO

ONE MISSION: To operate safe and secure prisons and provide effective community supervision in order to enhance public safety.

ONE MESSAGE: We will not compromise public safety.

ONE TEAM: We will carry out our mission and deliver our message as one team!

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PRE-SERVICE TRAINING DATES – FY 2015 – 2016

Basic Correctional Officer Training

CLASS NUMBER	DATE
501	July 6 through July 31, 2015
502	August 10 through September 4, 2015
503	September 14 through October 9, 2015
504	October 19 through November 13, 2015
505	November 16 through December 18, 2015 (Will return to facility 11/23-27/15 due to holiday)
506	January 4 through January 30, 2016
507	February 8 through March 4, 2016
508	March 14 through April 8, 2016
509	April 18 through May 13, 2016
510	May 24 through June 17, 2016

Basic Correctional Professionals Training

CLASS NUMBER	DATE
501	July 20 through July 31, 2015
502	August 24 through September 4, 2015
503	September 28 through October 2, 2015
504	November 2 through November 13, 2015
505	December 7 through December 18, 2015
506	January 18 through January 29, 2016
507	February 22 through March 4, 2016
508	March 28 through April 8, 2016
509	May 2 through May 13, 2016
510	June 6 through June 17, 2016

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BPOT - Basic Community Supervision Officer Training

(There will be a one-week break between weeks four and five of each class.)

CLASS NUMBER	DATE
501	July 6 through August 21, 2015
503	September 14 through October 30, 2015
506	January 4 through February 19, 2016
508	March 14 through April 19, 2016

Basic Children's Service Officers

CLASS NUMBER	DATE
502	August 10 through August 28, 2015
504	October 19 through November 6, 2015
505	November 16 through December 11, 2015 (Will return to facility 11/23-27/15 due to holiday)
507	February 8 through February 26, 2016
509	April 18, through May 6, 2016
510	May 24 through June 10, 2016

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SPECIALTY TRAINING DATES – FY 2015-2016*

*Additional training may be added dependent upon Departmental initiatives and needs. Information will be provided to facilities regarding any additions or cancellations to this schedule.

SERGEANT'S ACADEMY*	
CLASS NUMBER	DATE
601	July 6 through July 17, 2015
611	September 14 through September 25, 2015
621	November 30 through December 11, 2015
629	February 8 through February 19, 2016
639	April 18 through April 29, 2016
647	June 13 through June 24, 2016

*Applications for the Sergeant's Academy are on the TDOC Intranet page under "Manuals and Training". Applications may be submitted at any time. Those selected will be notified as soon as possible. Those applications are to be forwarded to the following:

Lolie.Jones@tn.gov

TRAINING FOR TRAINERS	
CLASS NUMBER	DATE
603	July 21 through July 25, 2014
620	November 16 – 20, 2015
636	March 28 – 31, 2016
645	May 30 – June 3, 2016

BASIC MANAGEMENT DEVELOPMENT PROGRAM	
CLASS NUMBER	DATE
603	July 20 & 21, 2015
609	August 31 & September 1, 2015
613	September 18 & 19, 2015
616	October 19 & 20, 2015
623	December 14 & 15, 2015

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BASIC MANAGEMENT DEVELOPMENT PROGRAM	
626	January 18 & 19, 2016
631	February 22 & 23, 2016
637	April 4 & 5, 2016
641	May 2 & 3, 2016
646	June 6 & 7, 2016

NEW SUPERVISOR TRAINING	
CLASS NUMBER	DATE
618	November 2 – 13, 2015
621	November 30 – December 4, 2015
624	January 4 – 8, 2016
642	May 9 - 13

FIREARMS INSTRUCTOR TRAINING	
CLASS NUMBER	DATE
620	November 16 – 20, 2015
636	March 28 – 31, 2016

INCIDENT COMMAND SYSTEM	
CLASS NUMBER	DATE
612	September 21 – 23, 2015
617	October 26 – 28, 2015
625	January 11 – 13, 2016
644	May 24 – 26, 2016

INSTITUTIONAL FIELD TRAINING OFFICER	
CLASS NUMBER	DATE
608	August 25 through August 26, 2014

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POUFT - COMMUNITY SUPERVISION OFFICER USE OF FORCE TRAINING	
CLASS NUMBER	DATE
608	August 24 through September 45, 2015
618	November 2 – 13, 2015
622	December 7 – 18, 2015
631	February 22 – March 4, 2016
641	May 2 – 13, 2016
646	June 6 – 17, 2016

CHEMICAL AGENT INSTRUCTOR TRAINING	
CLASS NUMBER	DATE
608	August 25, 2014

DISCIPLINARY BOARD WORKSHOP	
CLASS NUMBER	DATE
613	September 28 - 30, 2015
625	January 11 – 13, 2016

PISTOL TRANSITION COURSE	
CLASS NUMBER	DATE
615	October 12 – 15, 2015
646	June 6 – 10, 2016

ADULT TRANSPORTATION OFFICERS	
CLASS NUMBER	DATE
610	September 8 – 18, 2015
634	March 14 - March 25, 2016
644	May 24 – June 3, 2016

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TRAINING DESIGN TEAM	
CLASS NUMBER	DATE
622	December 7 & 8, 2015

VISITATION SUPERVISORS' WORKSHOP	
CLASS NUMBER	DATE
626	January 18 & 19, 2016

HOSTAGE NEGOTIATOR TRAINING	
CLASS NUMBER	DATE
607	August 17 – 21, 2015
627	January 25 through January 29, 2016

SANITATION OFFICER TRAINING	
CLASS NUMBER	DATE
632	February 29, 2016

PRE-SERVICE SCHEDULES AND COURSE SYLLABUS

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BASIC CORRECTIONAL OFFICER TRAINING – WEEK 1 SCHEDULE FY 15-16

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:30		Human Resources In-Processing Insurance, Benefits, Payroll	3.5	Institutional Orientation	
	11:30 - 12:30		Lunch			
	12:30 - 1:30		Employee Rights & Responsibilities	1.0	Institutional Orientation	
	1:30 - 2:30		Drug-Free Workplace	1.0	Institutional Orientation	
	2:30 - 5:00		Fingerprints, I.D.'s, Drug Screens	2.5	Institutional Orientation	
TUESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Employee Assistance Program	1.0	Institutional Orientation	
	9:00 - 11:00		CISM (Critical Incident Stress Management)	2.0	Institutional Orientation	
	11:00 - 12:00		Institutional Mission, Goals, & Vision	1.0	Institutional Orientation	
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Institutional Tour & Job Shadowing	4.0	Institutional Orientation	
WEDNESDAY = 8.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Fire Safety & Emergency Evacuation Procedures & 4-Minute Response	2.0	Institutional Orientation	
	10:00 - 11:30		Universal Precautions & Communicable Diseases	1.5	Institutional Orientation	
	11:30 - 12:30		Lunch			
	12:30 - 1:30		Personal Protective Equipment & Bio-Hazard Waste Disposal	1.0	Institutional Orientation	
	1:30 - 3:00		Emergency Operations Plan	1.5	Institutional Orientation	
	3:00 - 4:30		Suicide Prevention & Intervention	1.5	Institutional Orientation	
	4:30 - 5:30		Title VI	1.0	Institutional Orientation	
THURSDAY = 7.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Appropriate Conduct with Offenders & Co-Workers	2.0	Institutional Orientation	
	10:00 - 12:00		Communication, Professionalism & Command Presence	2.0	Institutional Orientation	
	12:00 - 1:00		Lunch			
	1:00 - 2:30		Role of Law Enforcement Unit	1.5	Institutional Orientation	
	2:30 - 3:30		Security Procedures: Key Control	1.0	Institutional Orientation	
	3:30 - 4:30		Security Procedures: Tool Control	1.0	Institutional Orientation	
FRIDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Employee/Inmate Substance Abuse	2.0	Institutional Orientation	
	10:00 - 12:00		Segregation	2.0	Institutional Orientation	
	12:00 - 1:00		Lunch			
	1:00 - 2:30		Segregation	1.5	Institutional Orientation	
	2:30 - 5:00		Control of Contraband	2.5	Institutional Orientation	

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BASIC CORRECTIONAL OFFICER TRAINING – WEEK 2 SCHEDULE FY 15-16

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:30		Security Procedures: Population Counts	1.5	Institutional Orientation	
	9:30 - 11:30		Population Count Skill – Observation in all Areas	2.0	Institutional Orientation	
	11:30 - 12:30		Lunch			
	12:30 - 2:00		Security Procedures: Control of Gates, Perimeters, & Security	1.5	Institutional Orientation	
	2:00 - 3:30		Control of Gates, Perimeters, & Security Skills	1.5	Institutional Orientation	
TUESDAY = 8.0	3:30 - 5:00		Transportation/Inmate Escort/Vehicle Searches	1.5	Institutional Orientation	
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Supervision of Inmates: Dining Room/Yard Supervision	1.0	Institutional Orientation	
	9:00 - 11:00		Dining Room/Yard Supervision Skills	2.0	Institutional Orientation	
	11:00 - 12:00		Lunch			
	12:00 - 2:00		Security Procedures: Personal Searches	2.0	Institutional Orientation	
WEDNESDAY = 8.0	2:00 - 5:00		Personal Searches Skills	4.0	Institutional Orientation	
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Radio Communication	2.0	Institutional Orientation	
	10:00 - 12:00		Security Procedures: Cell/Area Searches	2.0	Institutional Orientation	
	12:00 - 1:00		Lunch			
THURSDAY = 8.0	1:00 - 5:00		Cell/Area Searches Skills	4.0	Institutional Orientation	
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:30		Inmate Rules & Grievances	2.5	Institutional Orientation	
	10:30 - 11:30		Volunteers: Their Impact	1.0	Institutional Orientation	
	11:30 - 12:30		Lunch			
	12:30 - 3:00		Inmate Disciplinary Procedures	2.5	Institutional Orientation	
	3:00 - 4:00		Victim Awareness	1.0	Institutional Orientation	
	4:00 - 5:00		TDOC Overview	1.0	Institutional Orientation	
FRIDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:30 - 11:30		Institution Specific Training/Job Shadowing	4.0	Institutional Orientation	
	11:30 - 12:30		Lunch			
	12:30 - 4:30		Institution Specific Training/Job Shadowing	4.0	Institutional Orientation	

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BASIC CORRECTIONAL OFFICER TRAINING – WEEK 3 SCHEDULE FY 15-16

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
MONDAY = 9.0	6:00 - 7:00		Breakfast			
	7:00 - 8:45		MMPI	1.8		
	8:45 - 9:00		Break			
	9:00 - 10:30		MMPI	1.5		
	10:30 - 11:30		Lunch			
	11:30 - 1:45		Work Ethics	2.2		
	1:45 - 2:00		Break			
	2:00 - 4:00		Staff Teamwork	2.0		
	4:00 - 5:00		Dinner			
	5:00 - 6:30		Post-Test (Weeks 1 & 2)	1.5		
TUESDAY = 10.0	6:00 - 7:00		Breakfast			
	7:00 - 7:45		Housekeeping/Sanitation	.5		
	7:45 - 8:45		Leadership Development	1.8		
	8:45 - 9:00		Break			
	9:00 - 10:30		Social/Cultural Lifestyles of Inmates	1.5		
	10:30 - 11:30		Lunch			
	11:30 - 1:30		Respectful Workplace	2.0		
	1:30 - 1:45		Break			
	1:45 - 4:00		Respectful Workplace	2.2		
	4:00 - 5:00		Dinner			
	5:00 - 7:00		PREA	2.0		
WEDNESDAY = 9.0	6:00 - 7:00		Breakfast			
	7:00 - 7:45		Housekeeping/Sanitation	.5		
	7:45 - 9:15		First Aid	1.5		
	9:15 - 9:30		Break			
	9:30 - 10:30		Legal and Professional Issues	1.3		
	10:30 - 11:30		Lunch			
	11:30 - 1:30		CPR	2.0		
	1:30 - 1:45		Break			
	1:45 - 4:00		CPR	2.2		
	4:00 - 5:00		Dinner			
	5:00 - 6:30		Counseling Skills	1.5		
THURSDAY = 9.2	6:00 - 7:00		Breakfast			
	7:00 - 9:00		Clinic Reviews	2.0		
	9:00 - 9:15		Break			
	9:15 - 10:30		Clinic Reviews	1.2		
	10:30 - 11:30		Lunch			
	11:30 - 2:00		Cultural Diversity	2.5		
	2:00 - 2:15		Break			
	2:15 - 4:00		Understanding Personalities	1.8		
	4:00 - 5:00		Break			
	5:00 - 6:45		Introduction to Incident Command System	1.7		
FRIDAY = 3.5	6:00 - 7:00		Breakfast			
	7:00 - 7:45		Housekeeping/Sanitation/Linen Exchange	.8		
	7:45 - 10:30		Report Writing	2.7		
	10:30 - 11:30		Lunch			

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BASIC CORRECTIONAL OFFICER TRAINING – WEEK 4 SCHEDULE FY 15-16

MONDAY = 9.5	Time Block	ID#	Training Module		Hrs.	Instructor		Location	
	6:00 - 7:00		Breakfast						
	7:00 - 9:00		Firearms – Policy and Procedure		2.0				
	9:00 - 9:15		Break						
	9:15 - 10:30		Firearms – Policy and Procedure		1.2				
	10:30 - 11:30		Lunch						
	11:30 - 2:00		Firearms -Revolver		2.5				
	2:00 - 2:15		Break						
	2:00 - 4:00		Firearms –Shotgun		2.0				
	4:00 - 5:00		Dinner						
TUESDAY = 9.3	Time Block	ID#	Training Module		Hrs.	Instructor		Location	
	6:00 - 7:00		Breakfast						
	7:00 - 8:45		Range Familiarization		1.8				
	8:45 - 9:00		Break						
	9:00 - 10:30		Range Familiarization		1.5				
	10:30 - 11:30		Lunch						
	11:30 - 1:45		Firearms Skills		2.2				
	1:45 - 2:00		Break						
	2:00 - 3:00		Firearms Pre-Test Review		1.0				
	3:00 - 4:00		Firearms Test		1.0				
	4:00 - 5:00		Dinner						
	5:00 - 6:45		Recognizing Disturbances		1.8				
WEDNESDAY = 8.7	Time Block	ID#	Training Module		Hrs.	Instructor		Location	
	6:00 - 7:00		Breakfast						
	7:00 - 8:45		Firearms Qualification Squads 1 & 2	Uniform Issue Squads 3 & 4	1.8				
	8:45 - 9:00		Break						
	9:00 - 10:30		Firearms Qualification Squads 1 & 2	Uniform Issue Squads 3 & 4	1.5				
	10:30 - 11:30		Lunch						
	11:30 - 1:45		Uniform Issue Squads 1 & 2	Firearms Qualification Squads 3 & 4	2.2				
	1:45 - 2:00		Break						
	2:00 - 3:00		Uniform Issue Squads 1 & 2	Firearms Qualification Squads 3 & 4	1.0				
	3:00 - 4:00		Weapons Maintenance		1.0				
	4:00 - 5:00		Dinner						
	5:00 - 6:15		Overview of TRICOR and Rehab Services		1.2				
THURSDAY = 9.2	Time Block	ID#	Training Module		Hrs.	Instructor		Location	
	6:00 - 7:00		Breakfast						
	7:00 - 7:30		Housekeeping/ Sanitation		.5				
	7:30 - 8:45		Electronic Restraint Devices		1.2				
	8:45 - 9:00		Break						
	9:00 - 10:30		Electronic Restraint Devices		1.5				
	10:30 - 11:30		Lunch						
	11:30 - 12:15		Electronic Restraint Devices Test		.8				
	12:15 - 1:45		Overview of RACC Belt/TASER/Stun Cuffs		1.5				
	1:45 - 2:00		Break						

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FRIDAY = 3.3	2:00 - 3:00		Logbook Entries	1.0		
	3:00 - 4:00		Crime Scene Protection	1.0		
	4:00 - 5:00		Dinner			
	5:00 - 6:40		Mid-Term Test	1.7		
	Time Block	ID#	Training Module	Hrs.		Location
	6:00 - 7:00		Breakfast			
	7:00 - 7:30		Housekeeping/Sanitation/Linen Exchange	.5		
	7:30 - 9:00		Mental Health Levels of Care	1.5		
	9:00 - 9:15		Break			
	9:15 - 10:30		Working with Mentally Ill Inmates	1.2		
	10:30 - 11:30		Lunch			

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BASIC CORRECTIONAL OFFICER TRAINING – WEEK 5 SCHEDULE FY 15-16

MONDAY = 9.7	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	6:00 - 7:00		Breakfast			
	7:00 - 7:30		Housekeeping/Sanitation	.5		
	7:30 - 9:00		Defensive Tactics/Use of Force/Intro/Stance/Strikes	1.5		
	9:00 - 9:15		Break			
	9:15 - 10:30		Defensive Tactics/Use of Force/Intro/Stance/Strikes	1.2		
	10:30 - 11:30		Lunch			
	11:30 - 12:00		Defensive Tactics Preparation	.5		
	12:00 - 2:15		Defensive Tactics/Use of Force/ Use of Restraints	2.2		
	2:15 - 2:30		Break			
	2:30 - 4:00		Defensive Tactics/Use of Force/Use of Restraints	1.5		
	4:00 - 5:00		Dinner			
	5:00 - 7:15		Defensive Tactics/Use of Force/Cell Extraction Overview	2.3		
TUESDAY = 9.1	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	6:00 - 7:00		Breakfast			
	7:00 - 7:30		Housekeeping/Sanitation	.5		
	7:30 - 8:00		Defensive Tactics Preparation	.5		
	8:00 - 9:00		Defensive Tactics/Use of Force/Chokes/Body Locks	1.0		
	9:00 - 9:15		Break			
	9:15 - 10:30		Defensive Tactics/Use of Force/Chokes/Body Locks	1.2		
	10:30 - 11:30		Lunch			
	11:30 - 12:00		Defensive Tactics Preparation	.5		
	12:00 - 1:00		Defensive Tactics/Use of Force/Chokes/Body Locks	1.0		
	1:00 - 2:00		Defensive Tactics/Use of Force/Wrist Locks & Joint Manipulation	1.0		
	2:00 - 2:15		Break			
	2:15 - 4:00		Defensive Tactics/Use of Force/Wrist Locks & Joint Manipulation	1.8		
	4:00 - 5:00		Dinner			
	5:00 - 6:35		Defensive Tactics/Use of Force/Wrist Locks & Joint Manipulation	1.6		
WEDNESDAY = 8.9	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	6:00 - 7:00		Breakfast			
	7:00 - 7:30		Housekeeping/Sanitation	.5		
	7:30 - 8:00		Defensive Tactics Preparation	.5		
	8:00 - 9:00		Defensive Tactics/Use of Force/Escort Positions	1.0		
	9:00 - 9:15		Break			
	9:15 - 10:30		Defensive Tactics/Use of Force/Escort Positions	1.2		
	10:30 - 11:30		Lunch			
	11:30 - 1:45		Defensive Tactics/Use of Force /Chemical Agents	2.2		
	1:45 - 2:00		Break			
	2:00 - 4:00		Defensive Tactics/Use of Force /Chemical Agents	2.0		
	4:00 - 5:00		Dinner			
	5:00 - 6:30		Defensive Tactics/Use of Force /Therapeutic Restraints	1.5		

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THURSDAY = 9.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	6:00 - 7:00		Breakfast			
	7:00 - 7:30		Housekeeping/Sanitation	.5		
	7:30 - 8:00		Defensive Tactics Preparation	.5		
	8:00 - 9:00		Defensive Tactics/Use of Force /Ground Techniques	1.0		
	9:00 - 9:15		Break			
	9:15 - 10:30		Defensive Tactics/Use of Force /Ground Techniques	1.2		
	10:30 - 11:30		Lunch			
	11:30 - 12:00		Defensive Tactics Preparation	.5		
	12:00 - 1:45		Defensive Tactics/Use of Force /Blunt and Edged Weapons	1.8		
	1:45 - 2:00		Break			
	2:00 - 4:00		Defensive Tactics/Use of Force /Blunt and Edged Weapons	2.0		
	4:00 - 5:00		Dinner			
	5:00 - 6:30		Defensive Tactics/Use of Force/Skill Test	1.5		
FRIDAY = 3.3	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	6:00 - 7:00		Breakfast			
	7:00 - 7:30		Housekeeping/Sanitation/Linen Exchange	.5		
	7:30 - 8:45		Report Writing	1.3		
	8:45 - 9:00		Break			
	9:00 - 10:30		Report Writing	1.5		
	10:30 - 11:30		Lunch			

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BASIC CORRECTIONAL OFFICER TRAINING – WEEK 6 SCHEDULE FY 15-16

MONDAY = 9.3	Time Block	ID#	Training Module	Hrs.	Instructor	Location	
	6:00 - 7:00		Breakfast				
	7:00 - 8:00		Housekeeping/Sanitation/Photographs	1.0			
	8:00 - 9:00		Security and Custody Controls	1.0			
	9:00 - 9:15		Break				
	9:15 - 10:30		Sudden in Custody Death Syndrome	1.3			
	10:30 - 11:30		Lunch				
	11:30 - 1:45		Verbal Self-Defense	2.2			
	1:45 - 2:00		Break				
	2:00 - 4:00		Verbal Self Defense	2.5			
	4:00 - 5:00		Dinner				
	5:00 - 6:35		Effective Testimony	1.3			
TUESDAY = 9.1	Time Block	ID#	Training Module	Hrs.	Instructor	Location	
	5:00 - 7:00		Breakfast			Possible Travel Day	
	7:00 - 7:30		Housekeeping/Sanitation	.5			
	7:30 - 9:00		Visitation – A Positive Approach	1.5			
	9:00 - 9:15		Break				
	9:15 - 10:30		Financial Management	1.3			
	10:30 - 11:30		Lunch				
	11:30 - 2:00		Contraband and Search Update	2.5			
	2:00 - 2:15		Break				
	2:15 - 4:00		Tier Management	1.8			
	4:00 - 5:00	-	Dinner				
	5:00 - 6:30		Post Relief Basics	1.5			
WEDNESDAY = 9.1	Time Block	ID#	Training Module	Hrs.	Instructor	Location	
	6:00 - 7:00		Breakfast			Possible Travel Day	
	7:00 - 7:30		Housekeeping/Sanitation	.5			
	7:30 - 9:00		Physical Fitness Nutrition	1.5			
	9:00 - 9:15		Break				
	9:15 - 10:30		Physical Fitness Overview	1.3			
	10:30 - 11:30		Lunch				
	11:30 - 1:45		E-TOMIS Basics	2.3			
	1:45 - 2:00		Break				
	2:00 - 4:00		E-TOMIS Incidents	2.0			
	4:00 - 5:00		Dinner				
	5:00 - 6:30		Final Exam Study Groups	1.5			
THURSDAY = 9.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location	
	6:00 - 7:00		Breakfast				
	7:00 - 7:30		Housekeeping/Sanitation	.5			
	7:30 - 9:00		STG	1.5			
	9:00 - 9:15		Break				
	9:15 - 10:30		STG	1.2			
	10:30 - 11:30		Lunch				
	11:30 - 1:30		Hostage Survival	2.0			
	1:30 - 1:45		Break				
	1:45 - 3:15		Graduation Rehearsal	1.5			
	3:15 - 4:00		Meeting with Training Administration	.8			
	4:00 - 5:00		Dinner				
	5:00 - 6:30		Final Exam	1.5			

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FRIDAY = 3.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	6:00 - 7:00		Breakfast			
	7:00 - 8:00		Housekeeping/Sanitation/Linen Exchange/Re-Test	1.0		
	7:45 - 8:00		Break			
	8:00 - 10:00		Rookie Syndrome/Evaluations/Closing Remarks	2.0		
	10:00 - 10:30		Final Graduation Preparation/Line Up	.5		
	10:30 - 11:30		Graduation Ceremony			

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BASIC CORRECTIONAL OFFICER TRAINING SYLLABUS – WEEK 1

Human Resources In-Processing

This portion is to allow the institution to complete all necessary paperwork to process the new officers in and add them to the payroll, insurance and benefits.

Employee Rights and Responsibilities

This course provides participants with information regarding their rights and responsibilities as employees of the State of Tennessee.

Drug-Free Workplace

The Tennessee Department of Correction has a Drug-Free Workplace policy that has been in effect for some time and is committed to becoming a drug-free workplace. The policy has been revised to include the testing of employees for drug and alcohol use. This revised policy took effect November 1, 2006. Employees need to be informed of the specifics of this policy, consequences of non-adherence, and what to expect test-wise.

Employee Assistance Program

This course is designed to familiarize participants with the services offered by the Employee Assistance Program and methods to access them. This program is available free to state employees. The class will address and discuss the kinds of problems/issues the EAP is designed to help employees.

Stress and Critical Incident Stress Management

Stress is a fact of life. In fact, life without stress is death. During a person's life, they will encounter both positive (helpful) and negative (harmful) stress. This course will concentrate on negative stress, signs of stress, its effects, and what may be done to deal with stress. We will try to determine individual vulnerability to stress and also individual current degree of stress. This course will also look at Critical Incident Stress and the unique problems this type of stress may cause.

Institutional Mission, Goals and Vision

This course will provide participants with information concerning the mission, goals, and vision of the facility in which they will be working.

Fire Safety & Emergency Evacuation Procedures and 4-Minute Response

This course will provide participants with information concerning the proper method of evacuation during an emergency, the procedures to take in the event of a fire and employee requirements as far as response time during emergency situations.

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Universal Precautions & Communicable Diseases

This course will provide participants with information regarding communicable diseases they may encounter in a prison setting, procedures to take to protect themselves and appropriate cleaning procedures.

Personal Protective Equipment and Bio-Hazard Waste Disposal

This course will provide the participants with information the personal protective equipment that is available and when it should be work as well as how to appropriately dispose of potentially harmful waste.

Emergency Operations Plan

This course will provide information regarding the facilities Emergency Operation Plan and the requirements that employees should be aware of.

Suicide Prevention and Intervention

This course is designed to provide staff information for employees and inmates on who is at risk for suicide, some of the reasons that people commit suicide, some warning signs to be aware of and how you can help if you think someone you know is suicidal.

Title VI

This lecture-based course provides the student with information regarding the intent and scope of coverage of Title VI of the Civil Rights Act of 1964, as well as correction-specific program applications to which it applies. Prohibited practices and complaint procedures are identified and policy provisions are thoroughly addressed.

Appropriate Conduct with Offenders and Co-Workers

This course will provide the participant with information regarding the appropriate manner in which to interact with offenders and co-workers.

Communication, Professionalism and Command Presence

This course is designed to examine what it takes to communicate well in a correctional setting. Good communication is absolutely essential. We must be able to communicate with other staff and inmates as well as the public in order to complete our mission. We will also discuss the role professionalism and being a good role model plays in our day to day work. Last, but certainly not least, we will discuss the importance of maintaining a “command presence”.

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Role of Law Enforcement Unit

The purpose of this course is to familiarize the new employee with the **role and function of LEU**.

Covered items will be: **“how employees get in trouble”**, and conversely, **“how to stay out of trouble.”**

Security Procedures: Key Control

Upon completion of this course the trainee will be able to discuss the importance of maintaining custody and control of the keys we use during daily operations within a correctional facility. Since a large portion of their job is controlling keys, accountability is obviously a fundamental component of this course as well.

Security Procedures: Tool Control

This course will review the policy and procedures that must be maintained for proper tool control within a correctional setting. There will also be class discussion of the procedures an institution must use when inmates perform assigned duties that require the use of tools necessary to adequately perform their tasks.

Employee/Inmate Substance Abuse

Through the use of lecture, handouts, and class discussion the instructor and class will determine which drugs are currently most prevalent in Tennessee prisons as well as those most abused by our employees. Recognition of the prevalent drugs and common methods of concealment and introduction will be stressed. The class will then concentrate on the signs and symptoms of substance abuse, especially those previously determined to be most problematic in Tennessee. Alcohol abuse among correctional employees is the largest substance abuse problem due to stress. This course will also examine the overuse & misuse of prescription drugs. The class will include discussions about inmate drug testing procedures and appropriate disciplinary actions. The class will include the proper gathering of evidence and maintaining the “chain of custody”.

Segregation

This class is designed to provide participants with an insight as to the need for segregation of certain high risk inmates and the different types of segregation that are utilized by the department of correction. It will also identify restraint requirements, activities and privileges, housing and hygiene provisions, personal property and documentation requirements of segregated inmates.

Control of Contraband

The instructor will present a lecture component explaining the various types of contraband and methods of introduction into and concealment in the institution. An in depth review of Departmental Policy governing all types searches will be also conducted.

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BASIC CORRECTIONAL OFFICER TRAINING SYLLABUS – WEEK 2

Security Procedures: Population Counts and Skills

This course is designed to teach participants the rationale for, and procedures used in conducting Inmate Population Counts, by examining the types, purposes, and principals involved. It will also examine common errors in Population Counting, stressing proper techniques and attitudes as the best way to avoid them. Following the classroom portion, participants will have an opportunity to observe counts being conducted and reported.

Security Procedures: Control of Gates, Perimeters and Security and Skills

During this course, the instructor will explain how all TDOC institutions shall maintain safe and secure perimeters that are appropriate to their assigned security designation. The participant will be encouraged to participate through discussion, study and related reading of policies. Following the class, participants will have an opportunity to observe the operations of the gates and perimeters.

Transportation/Inmate Escort/Vehicle Searches

The proper procedures for the transportation and escort of inmates are an important function of any correctional system. Of primary importance during the transportation of inmates is both officer and inmate safety that also adequately protects the public. This course will concentrate on transportation rules and procedures and the proper way to escort inmates in various situations. There will also be a component on the search of transport vehicles.

Supervision of Inmates: Dining Room/Yard Supervision and Skills

Any time you have inmates walking around outside of their housing units or gathered in one location, the potential for serious security and safety problems exist. Contraband being “smuggled” from one location to another, inmates being in unauthorized locations and/or loitering can lead to more serious issues such as assault, escapes, etc. In this course we will discuss these issues and ways to properly supervise inmate movement and small crowd gatherings. Following the class, participants will be given the opportunity to observe Dining Room and Yard procedures.

Security Procedures: Personal Searches and Skills

The overall safety and security of any correctional facility relies greatly upon the ability and the willingness of the employee to perform a thorough, effective search. During this class, we will take an in-depth look into the body search, the types of body searches, and the proper procedures and performance of these searches. Effective searches are one of the primary defenses against escape and other breaches of institutional security. (Reference Policy # 506.06) Following the class, participants will be given an opportunity to conduct personal searches.

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Radio Communications

The instructor will define and explain the nomenclature, operation, care, and security matters, pertaining to hand-held two-way radios. The instructor will demonstrate the proper use of a radio. Each trainee will practice and give a return demonstration in the proper use of the radio.

Security Procedures: Cell/Area Searches and Skills

The purpose of this course is to explain the need for searches as well as demonstrate proper procedures for conducting them. This course will also discuss the procedures for cell inspections. The participants will then demonstrate proficiency by performing a cell/area searches under supervision and noting the location of all contraband discovered. Following the class, participants will be given the opportunity to search cells and areas within the facility.

Inmate Rules and Grievances

Without a clear understanding of the rules which govern inmate life, the employee cannot provide the approved and necessary structure upon which our institutions depend. This course will review the issues concerning inmate responses to employees' enforcement of the rules. This course addresses inmate grievance procedures and the employee's responsibility to respond professionally to all inmate grievances. Further, the employee will learn that professional behavior is the primary technique in minimizing grievances.

Volunteers: Their Impact

The purpose of this course is to acquaint employees with the volunteer program as it is set up in the Department of Correction and its impact on recidivism. Through a lecture and discussion session this course will inform the employee of the reason the department uses volunteers and the appropriate manner to process them in and out.

Inmate Disciplinary Procedures

TDOC employees are sworn to faithfully discharge duties and to avoid ill treatment or abuse of inmates under their charge. Each TDOC employee who has direct contact with inmates is required by policy #502.01 to enforce inmate regulations. This course will enable trainees to successfully carry out this requirement.

Victim Awareness

The trauma that victims experience when encountering their offender is immeasurable. This class will examine and discuss the victim's experience and how we as a department may be able to minimize the trauma of the victim seeing their attacker again during parole hearings or other victim/offender program meetings. Professional, nonjudgmental demeanor of institutional staff toward visitors will also be discussed.

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TDOC Overview

The Tennessee Department of Correction (TDOC) exists for the purpose of safeguarding the public by providing supervision of convicted felons during their period of commitment to its jurisdiction. The Department fulfills its obligations through the incarceration of inmates in a variety of secured institutional settings. All individuals are assigned to the department by the criminal courts of Tennessee and are managed in accordance with the Department of Correction policy and procedure. During this lecture-based class, we will present a basic overview of the TDOC, and its mission. We will examine each institution's population, its function, and any special programs that are offered at that location.

Institution Specific Training/Job Shadowing

This portion is set aside for institutions to provide additional training as desired or to provide participants with an opportunity to job shadow on a post within the facility.

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BASIC CORRECTIONAL OFFICER TRAINING SYLLABUS – WEEK 3

MMPI Testing

Participants will be administered a mental health examination by a mental health professional. If the participant is not certified, they will not be allowed to continue in the program.

Work Ethics

This course is designed to look at what it takes to be an ethical employee. The course focuses on workplace values such as coming to work on time, being punctual with regard to lunch breaks, abiding by rules and policies, respecting co-workers, being productive and serving TDOC inmates in a positive manner.

Staff Teamwork

This course is designed to develop team building skills, assess and develop leadership ability and to train staff in the principles of team decision making and problem solving. It is also a way to improve inter- cultural relations awareness. The instructor will divide the class into teams. The instructor will then lead the teams through a series of exercises or challenges that will require the team members to make informed decisions.

Post Test for Weeks 1 & 2

Participants will be given an exam that will cover the material that was covered during week 1 and 2 at the facility. This is not a disqualifying exam.

Leadership Development

The purpose of this class is to organize the participants into groups and squads and discuss established guidelines for the duration of the program. Through the use of the BCOT Leadership Development information, the participants will learn teamwork, following instructions, discipline and respect.

Social/Cultural Lifestyles of Inmates

This course will identify and examine the two social structures that exist in the prison setting; that of staff and that of inmates. The staff structure is based on policies and procedures, while the inmate social structure is more “informal” - based largely on feelings and values of the inmate population. The course will also cover both the employee code and the inmate code. The interaction between these two generally opposing groups will be addressed by some general rules that should be recognized and applied. This course will also provide a view of the unique differences that occur when dealing with female inmates as well as some of the reasons for these differences.

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Respectful Workplace

During this course, we will thoroughly examine “Employee Sexual Misconduct, Sexual Harassment, and Workplace Harassment.” Through a combination of discussion and group activities, we will identify the “protected classes” covered in this policy. We will review Department of Human Resources (DOHR) definition of workplace harassment and retaliation, and analyze examples of workplace harassment. It is only through a complete and shared understanding of these issues, that we can create a productive workplace free of harassment, hostility and retaliation.

Prison Rape Elimination Act

Correctional employees face the possibility of having to administer emergency first aid on a daily basis. The purpose of this course is to provide them with the skills and knowledge to accomplish these life saving techniques. This course covers First Aid topics and is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. The course will culminate with a post test and participants who successfully complete all components will be issued an American Red Cross First Aid Certification Card. This course will provide you with the tools needed for the detection, response, investigation and prevention of inmate-on-inmate sexual assault.

First Aid Certification

Correctional employees face the possibility of having to administer emergency first aid on a daily basis. The purpose of this course is to provide them with the skills and knowledge to accomplish these life saving techniques. This course covers First Aid topics and is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. The course will culminate with a post test and participants who successfully complete all components will be issued an American Red Cross First Aid Certification Card.

Legal and Professional Issues

This is a lecture and activity-based course designed to familiarize the new correctional employee with Constitutionally-protected inmate rights and the employee’s professional responsibility as it relates to safeguarding those rights and professionalism. During the course, students will be given instruction on procedures for avoiding behavior or appropriately responding to inmate litigation.

CPR Certification

This course is the Adult CPR component. It is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. This course also includes instruction on the AED device. The course will culminate with a post test and participants

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who successfully complete all components will be issued an American Red Cross Adult CPR Certification Card.

Counseling Skills

All staff interacting on a regular basis with offenders have daily opportunities to encourage them to change their thinking and subsequently their behavior. Cognitive-behavioral therapy is one of the techniques that can be used as part of the effort to rehabilitate inmates. This type of technique is used in a variety of treatment programs and other staff can support that effort if they are knowledgeable of how it works. Cognitive-behavioral therapies combine cognitive and behavioral techniques to help offenders to identify and correct faulty thinking as it relates to behavior.

Cultural Diversity

Cultural issues are personal; they get to the heart of what you think about people, but rarely reveal. We may fear that we will offend others if we voice our opinion or thoughts on racial, ethnic, gender, or other such issues. We must be able and prepared to deal effectively with a wide variety of people; the key word here is effectively. The purpose of this course is to explore ways to work with our cultural differences, not let them be stumbling blocks.

Understanding Personalities

Know Thyself! For most of us this is easier said than done. This course of instruction is intended to accomplish the goal of self-recognition and identification of our own personality styles in our interactions with others. This course also recognizes the fact that there is no “best” personality style; that we are all “different”; that we are all a combination of styles; and that all contribute to the effectiveness of an organization.

Introduction to Incident Command

In February of 2003, President Bush issued Homeland Security Presidential Directive (HSPD) 5. This directive required that THE Department of Homeland Security develop and administer a National Incident Management System (NIMS). The idea behind NIMS is to provide a consistent nationwide template to enable all organizations to work together during a domestic incident. Until now, there have been no standards for domestic incident response that reached across every level of government and every response agency. This course is designed to provide correctional employees with an introduction to the system and information on how TDOC handles emergencies within the TDOC and to expect it’s utilization during widespread emergencies, especially those involving multiple agencies. It is not intended to provide training for implementation.

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Effective Report Writing

This lesson plan introduces the students to what constitutes a written report and why it is essential to be clear and concise. They will be taught the role of written reports as used to effectively discipline inmates and defend themselves in legal processes. These principles will be presented through lecture, discussion, and practicums. The student will write two reports one of which will be a skills test.

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BASIC CORRECTIONAL OFFICER TRAINING SYLLABUS – WEEK 4

Firearms Policy and Procedure

This course of instruction is designed to acquaint you with policies and procedures regarding use of deadly force, criteria for firearms qualification, and personnel authorized to carry firearms. Safety rules for the proper handling of firearms and inspection of ammunition will be discussed to provide for a safe environment during weapon qualification.

Firearms – Revolver

Trainees will receive instruction on the nomenclature of the revolver, which will help enable the trainee to perform adequate safety checks of the firearm. Fundamentals of effective marksmanship (breath control, sight alignment, trigger squeeze, stance, and grip) will be thoroughly explained. The proper method for loading, firing, and unloading as well as common malfunctions and methods of clearing these malfunctions will be covered. The student will also be presented ballistics information on the ammunition issued to them as well as how to properly clean the revolver. Techniques learned in the classroom will be applied on the range during the qualification period.

Firearms – Shotgun

Trainees will receive instruction on the nomenclature of the 12 gauge pump action shotgun. The ability to identify parts and their function will enable the trainee to perform adequate safety checks of the firearm. Fundamentals of effective marksmanship (breath control, sight alignment, trigger squeeze, stance, and grip) as these apply to the shotgun will be thoroughly explained. The proper method for loading, firing, and unloading the shotgun will be covered to ensure that the trainee is well versed in all aspects of safe handling and operation of the weapon. Trainees will be given the procedures they are to use when cleaning the shotgun. Techniques learned in the classroom will be applied on the range during the qualification period.

Weapons Retention Procedures

This course covers the defensive tactic ability to retain a firearm when someone attempts to take possession from a holster; has taken the weapon from the officer; or has a firearm in close proximity to an officer. The participants are instructed in tactics to defend and reduce the opportunity of death or serious bodily injury.

Range Familiarization

Before a trainee is allowed to participate in live firing drills on the firing range it is vital that each trainee be given ample opportunity to practice with each weapon in a safe environment until comfortable with each weapon. This course is designed to allow trainees the opportunity to practice handling, loading, and unloading each of the standard issue weapons fired on the range. Participants

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will practice loading and unloading .38 caliber revolvers, and 12 gauge shotguns using inert ammunition.

Firearms Skills

This is a skills based course that follows classroom instruction and safety instructions on the revolver and shotgun. The participant will demonstrate that they have an understanding of how the guns are loaded and fired while using dummy or inert ammunition. This course is designed to allow the participants to become familiar with each weapon prior to use with live ammunition.

Firearms Test

This is the written component of the firearms program utilized to test comprehension of material presented during the classroom lecture and the skills portion on the revolver and shotgun. Seventy-five percent comprehension is required to pass the test.

Recognizing Disturbances

A riot is one of the most devastating events that can occur in a correctional facility related to the destruction, the potential for injury or death to both staff and inmates and the long-term trauma for those who may have been held hostage. Correctional riots are a part of our history and unfortunately, they are potentially a part of our future. It is vitally important, therefore, that everyone working in a correctional facility understand riots and disturbances-what they are and how they can be prevented.

Firearms Qualification

Tennessee Department of Correction requires all Correctional Officers to qualify with the .38 caliber revolver and the 12 gauge shotgun. This course is designed to evaluate the trainee's ability to effectively fire each of these weapons. Each participant will be required to fire a minimum score of 80%.

Overview of Rehabilitative Services and TRICOR

The Tennessee Department of Correction is committed to effective Rehabilitation of offenders. This is exemplified by the TDOC Mission Statement, (i.e. - To enhance public safety in Tennessee through incarceration and rehabilitation of felony offenders). It is a necessary component of a successful Correctional System to provide mechanisms (programs) while a person is incarcerated that will help them improve themselves to a point that re-offending is less likely. Thus both the offender and society are served by these programs. This course will provide an overview of the program offerings by the TDOC in order to address this mission of Rehabilitation.

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Electronic Restraint Devices

In this course of instruction, Correctional Officers are trained in the proper use of three electronic restraint devices currently approved by TDOC. The Nova “Spirit”, the Nova XR-5000 and the Nova Electronic Stun Shield. The proper use of electronic restrains will add a valuable tool to the correctional officer’s options for use of force.

Overview of Remotely Activated Custody Control (RACC) Belt/TASER/Stun Cuffs

This course is designed to provide participants with an overview of the Electronic Restraint Devices that are used within our department, their basic components and how to apply them. NOTE: This is not a certification course.

Effective Logbook Entries

Documenting routine and extraordinary events is part of every Correctional Officer’s daily duties. Many posts will have a logbook and it is part of the Officer’s responsibility to make sure all pertinent information is documented properly in the correct format. This block of instruction will begin with a lecture describing what type of information should be written in the logbook and what does not. The use of slang or abbreviations will be discussed. The specifics of how things should be written will also be discussed. There will be an activity to further define the necessity of effective logbook entries.

Crime Scene Protection

The most important aspect of evidence collection and preservation is protecting the crime scene. This is to keep the pertinent evidence uncontaminated until it can be recorded and collected. This course will discuss the basic information related to the protection and preservation of a crime scene.

Mid-Term Exam

Participants are given an exam that covers the material covered during weeks 3 & 4. A score of 80% or more is required to continue in the program.

Levels of Care (Mental Health)

This course is designed to give correctional staff an overview of the Mental Health Levels of Care and the impact it will have on the inmates, staff and the community.

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Working with Mentally Ill Inmates

Through interactive lecture, discussion and learner participation, the correctional staff will have a better understanding of how to work with inmates who are mentally ill as they come to understand the difference between an inmate who is “acting out” and an inmate whose behavior is often determined by their mental illness.

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BASIC CORRECTIONAL OFFICER TRAINING SYLLABUS – WEEK 5

Defensive Tactics – Introduction/Use of Force/Stance/Strikes

During this class the participant will be instructed in the components of the PPCT Force Continuum, areas of the body vulnerable to blows, kicks and applied pressure. Tactical positioning levels will be discussed as well as the defensive techniques of front snap kicks, angle kicks, knee and elbow strikes to protect themselves in event of an attack. Safety precautions will also be covered to reduce the likelihood of injuries.

Defensive Tactics – Use of Force/Use of Restraints

This class is designed to familiarize the new employee with the types of force and restraint equipment approved by TDOC policy. Employees will be specifically trained in the use of restraint equipment for transporting inmates and must demonstrate proficiency in their application.

Defensive Tactics – Use of Force/Cell Extraction Overview

This class introduces participants to the cell extraction process through lecture. This course is an overview of cell extractions, why they are done, a description of what each team member's duties are and what type of equipment is used.

Defensive Tactics – Use of Force/Chokes and Body Locks

The class introduces the participant with techniques to escape from a rear chokehold, escape from body locks from the front/behind with arms pinned next to the body and arms free. Techniques will also be taught in the proper method to break your fall if thrown to the ground.

Defensive Tactics – Use of Force/Wrist Locks and Joint Manipulations

This class will cover the Ikkyo grip and pain compliance techniques based on martial arts of Aikido. These techniques are used to control a non-compliant inmate. The instructor will demonstrate the Ikkyo grip and bar arm takedown followed by the release of a badge grab and hair grab. Proper holding and application of the handcuffs will be covered prior to the participants demonstrating the Ikkyo with bar arm takedown with hand cuffing. Proper searching and assisting the individual to a standing position with the least amount of effort on their part will complete the techniques.

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Defensive Tactics – Use of Force/Escort Positions

This class will focus on the Sankyo grip (C-clamp) pain compliance hold from the escort position in order to control potential or unruly inmates. They will also receive instruction on the Bar Arm Takedown, the Transport Wristlock (Goose Neck) and the Bar Hammerlock using the Sankyo grip. Students will be required to handcuff their partner after application of the Bar Arm Takedown, search them and assist them to a standing position safely.

Defensive Tactics – Use of Force/Chemical Agents

Day 6 of defensive tactics,/use of force introduces the new correctional officer to the use and effects of aerosol chemical agent through lecture, demonstration and practical application. They will receive either a level 1 or level 2 exposure to live chemical agent in the exercise.

Defensive Tactics – Use of Force/Therapeutic Restraints Overview

This class identifies different types of mental health restraints approved by the department, the process by which they can be ordered, how they are applied and documentation requirements. While mental health and medical staff are provided with the skill necessary to minimize the use of mental health restraints, it is correctional officers who will actually apply those devices once ordered by appropriate staff.

Defensive Tactics – Use of Force Ground Techniques

This section of Defensive Tactics will include instruction and application of hand to hand grappling techniques designed to assist the officer in defending themselves from a ground position.

Defensive Tactics – Defense Against Blunt Objects and Edged Weapons

Through the use of lecture, demonstration and return demonstration, the participant will be trained to defend themselves against blunt instruments and knife strikes along with follow-up handcuffing techniques.

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BASIC CORRECTIONAL OFFICER TRAINING SYLLABUS – WEEK 6

Security and Custody Levels

During this course the cadets will be given information and explanations regarding the security and custody level designations used by TDOC. This course is designed to help cadets understand the custody levels of inmates and where they can be housed based on their security designation.

Sudden In Custody Death Syndrome

Correctional Officers have a limited and largely inadequate set of tools to use to safely subdue violent aggressive inmates, according to a recent analysis done by the National Law Enforcement Technology Center about in custody deaths. The Center discovered evidence that unexplained in-custody deaths are caused, more often than is generally known, by a little known phenomenon called positional asphyxia. Correctional Officers need to be aware why these deaths occur and how to prevent them. Through lecture/discussion and video presentation, the instructor will identify the factors found to cause positional asphyxia. Recommendations for assuring inmate safety and advisory guidelines for care of inmates will also be provided.

Verbal Self Defense

This course is based on the concepts presented in Verbal Judo. Most confrontations with offenders are verbal and if handled properly by the officer (or other staff) are not likely to escalate into a physical attack. The problem is that we as correctional employees often let our ego, our biases, or personal feelings determine how we respond to a situation. These types of responses are not only unprofessional; they are likely to result in making the situation worse, even resulting in a physical attack. When we resort to these types of responses, it may be said (accurately) that the results are “our own fault.” This course will provide the correctional employee with many valuable verbal “do’s and “don’ts” during confrontations with inmates.

Effective Testimony

Correctional staff members, especially those in the Correctional Officer Series, are often called upon to give testimony in inmate disciplinary procedures and sometimes in court. This class covers the best ways to be effective in the giving of that testimony (especially in court).

Visitation Procedures

This course is designed to provide guidance to any staff member who is involved in the visitation process. It will encompass visitation rules, customer service, and techniques to prevent the introduction of contraband.

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Financial Management

Through lecture, discussion and small group exercise, this class is designed to assist correctional staff in analyzing and developing personal budgets which allow them to live within their means and resist short cuts which can result in professional disaster.

Contraband and Search Update

Tier Management

Post Relief Basics

Physical Fitness Nutrition

This block of training was developed to provide physical technique, fitness and self-defense participants with basic information on understanding diet and nutrition. Further, list and discuss the six nutrients. In addition, informing them on how proper nutrition fuels the body for performance. Also, how poor nutrition affect good health. Finally, reading food labels to control nutritional intake and calories by calculating the numbers on the labels.

Physical Fitness Overview

In order to develop a personal fitness program that is safe as well as effective, participants must understand the components of a well-constructed fitness plan, as well as the rationale. This block of instruction will familiarize the participant with key elements necessary to develop and apply an effective personal fitness program.

E-TOMIS Basics

The trainee will learn how to sign on to the E-TOMIS training environment. The instructor will assist the student through several conversations in "inquire only" and some in which the student must enter information. After several practice exercises, the trainee will be given a skill test during which they must assess pre-loaded information and correctly answer questions about each conversation accessed.

E-TOMIS Incidents

Security Threat Groups (STG)

The American Correctional Association concluded years ago that street gangs were slowly becoming the prison gangs of the future. Our prison population has undergone a dramatic change over the past 10 years with an increasing number of inmates who are younger, more violent and have been identified as being members or associates of organized groups. This has created cause for concern for the safety and security of our institutions. Each of you must possess an awareness of the dangers and problems that are unique to the management and control of these inmates. An important first step to

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effective management is simply the recognition and identification of those inmates who fall into these categories. This course is designed to provide you with information which will allow you to recognize inmates who may be potentially threatening to institutional security and how TDOC attempts to manage the problem.

Hostage Survival

This course is designed not only to teach the cadet how to enhance their chances for survival in a hostage situation but to educate them in some of the procedural responses involved in successfully resolving a hostage situation.

Final Exam

Participants will be given an exam that includes material covered in weeks 5 & 6. A score of 80% or more is required to complete the program.

Rookie Syndrome

The purpose of this course is to inform the new employee of the possible barriers that he/she may face when starting their job with the department. It will also include instruction on how to face these obstacles and provide assistance with furthering their career in TDOC.

Staff Inmate Sexual Misconduct

Sexual misconduct by employees in the TDOC is an ongoing problem. This course is designed to define sexual misconduct and the type of behavior that constitutes sexual misconduct. The course will discuss inappropriate interactions between staff and inmates, the role of Internal Affairs when allegations arise and the possible consequences for an employee who engages in sexual misconduct with an inmate

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BASIC CORRECTIONAL PROFESSIONALS TRAINING – WEEK 1 SCHEDULE FY 15-16

MONDAY = 8.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:30 - 8:30		Student Information Meeting	1.0		
	8:30 - 9:30		Time Management	1.0		
	9:30 - 12:00		Overview of Rehabilitative Services	2.5		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Respectful Workplace	4.0		
	5:00 - 6:00		Supper			
TUESDAY = 10	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		TDOC Overview	1.0		
	9:00 - 12:00		CPR Certification	3.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Inmate Disciplinary Procedures/D. Board	2.0		
	3:00 - 5:00		Social/Cultural Lifestyles & Gender Issues	2.0		
	5:00 - 6:00		Supper			
	6:00 - 8:00		Counseling Skills	2.0		
WEDNESDAY = 10	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		e-TOMIS (Basic)	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		e-TOMIS Incidents/Disciplines Practicum	4.0		
	5:00 - 6:00		Supper			
	6:00 - 8:00		Staff/Inmate Sexual Misconduct	2.0		
THURSDAY = 8.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:30 - 9:30		Uniform Fitting	2.0		
	9:30 - 10:30		Mental Health Levels of Care	1.0		
	10:30 - 11:30		Security Custody Levels	1.0		
	11:30 - 12:30		Lunch			
	12:30 - 3:30		Report Writing	3.0		
	3:30 - 5:00		First Aid Certification	1.5		
	5:00 - 6:00		Supper			
FRIDAY = 3.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Working with Mentally Ill Inmates	2.0		
	10:00 - 11:00		Drug-Free Workplace	1.0		

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BASIC CORRECTIONAL PROFESSIONALS TRAINING – WEEK 2 SCHEDULE FY 15-16

MONDAY = 9.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Legal and Professional Issues	2.0		
	10:00 - 12:00		Communication Prof. & Command Presence	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Work Ethics in TDOC	2.0		
	3:00 - 5:00		Understanding Personalities	2.0		
	5:00 - 6:00		Supper			
TUESDAY = 10	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Recognizing Disturbances	2.0		
	10:00 - 12:00		Hostage Survival	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Verbal Self-Defense	2.0		
	3:00 - 5:00		Introduction to Defensive Tactics	2.0		
	5:00 - 6:00		Supper			
WEDNESDAY = 9.5	6:00 - 8:00		Cell/Area Searches	2.0		
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Employee/Inmate Substance Abuse	2.0		
	10:00 - 12:00		Role of Law Enforcement	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Shared Security	2.0		
	3:00 - 5:00		Financial Management	2.0		
THURSDAY = 9	5:00 - 6:00		Supper			
	6:00 - 7:30		Defensive Tactics	1.5		
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Security Threat Groups	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:30		Cultural Diversity	2.5		
	3:30 - 4:00		Graduation Practice	.5		
FRIDAY = 2	4:00 - 5:00		Stress/CISM	1.0		
	5:00 - 6:00		Supper			
	6:00 - 7:00		Post Test/Review	1.0		
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:30 - 8:30		Re-Test/Review			
	7:30 - 8:30		Employee Assistance Program	1.0		
	8:30 - 9:00		Educational Supervisors Meeting	.5		
	9:00 - 9:30		Graduation	.5		

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BASIC CORRECTIONAL PROFESSIONALS TRAINING SYLLABUS – WEEK 1

Student Information Meeting

Participants will meet with the Program Manager and are provided an overview of the program and the expectations and requirements while they are on campus.

Time Management

This lesson plan introduces field services officers to the essential time management tools needed to do long range planning and handle day to day projects and assignments.

Overview of Rehabilitative Strategies

The Tennessee Department of Correction is committed to effective Rehabilitation of offenders. This is exemplified by the TDOC Mission Statement, i.e. (To enhance public safety in Tennessee through incarceration and rehabilitation of felony offenders). It is a necessary component of a Correctional System to provide mechanisms (programs) while a person is incarcerated that will help them improve themselves to a point that re-offending is less likely. Thus both the offender and society are served by these programs. This course will provide an overview of the program offerings by the TDOC in order to address this mission of Rehabilitation.

Respectful Workplace

During this course, we will thoroughly examine “Employee Sexual Misconduct, Sexual Harassment, and Workplace Harassment.” Through a combination of discussion and group activities, we will identify the “protected classes” covered in this policy. We will review Department of Human Resources (DOHR) definition of workplace harassment and retaliation, and analyze examples of workplace harassment. It is only through a complete and shared understanding of these issues, that we can create a productive workplace free of harassment, hostility and retaliation.

TDOC Overview

The Tennessee Department of Correction (TDOC) exists for the purpose of safeguarding the public by providing supervision of convicted felons during their period of commitment to its jurisdiction. The Department fulfills its obligations through the incarceration of inmates in a variety of secured institutional settings. All individuals are assigned to the department by the criminal courts of Tennessee and are managed in accordance with the Department of Correction policy and procedure. During this lecture-based class, we will present a basic overview of the TDOC, and its mission. We will examine each institution’s population, its function, and any special programs that are offered at that location.

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CPR

This course is the Adult CPR component. This course is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. This course also includes instruction on the AED device. The course will culminate with a post test and participants who successfully complete all components will be issued an American Red Cross Adult CPR Certification Card.

Inmate Disciplinary Procedures

TDOC employees are sworn to faithfully discharge duties and to avoid ill treatment or abuse of inmates under their charge. Each TDOC employee who has direct contact with inmates is required by policy #502.01 to enforce inmate regulations. This course will enable trainees to successfully carry out this requirement.

Social/Cultural Lifestyles of Offenders & Gender Issues

This course will identify and examine the two social structures that exist in the prison setting; that of staff and that of inmates. The staff structure is based on policies and procedures, while the inmate social structure is more "informal" - based largely on feelings and values of the inmate population. The course will also cover both the employee code and the inmate code. The interaction between these two generally opposing groups will be addressed by some general rules that should be recognized and applied. This course will also provide a view of the unique differences that occur when dealing with female inmates as well as some of the reasons for these differences.

Counseling Skills

All staff interacting on a regular basis with offenders have daily opportunities to encourage them to change their thinking and subsequently their behavior. Cognitive-behavioral therapy is one of the techniques that can be used as part of the effort to rehabilitate inmates. This type of technique is used in a variety of treatment programs and other staff can support that effort if they are knowledgeable of how it works. Cognitive-behavioral therapies combine cognitive and behavioral techniques to help offenders to identify and correct faulty thinking as it relates to behavior.

E-TOMIS Basics

The participant will learn how to sign on to the E-TOMIS training environment. The instructor will assist the student through several conversations in "inquire only" and some in which the student must enter information. After several practice exercises, the trainee will be given a skill test during which they must assess pre-loaded information and correctly answer questions about each conversation accessed.

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E-TOMIS Incidents/Disciplines

The participant will sign on to the E-TOMIS training environment. The instructor(s) will guide the student through the step-by-step process of entering an incident and a disciplinary report onto E-TOMIS. If time allows, a practice incident/disciplinary will also be entered. The student will then be required to demonstrate proficiency by entering an incident and disciplinary report on TOMIS as a skills test.

Staff/Inmate Sexual Misconduct

Sexual misconduct by employees in the TDOC is an ongoing problem. This course is designed to define sexual misconduct and the type of behavior that constitutes sexual misconduct. The course will discuss inappropriate interactions between staff and inmates, the role of Internal Affairs when allegations arise and the possible consequences for an employee who engages in sexual misconduct with an inmate.

Mental Health Levels of Care

This course is designed to give correctional staff an overview of the Mental Health Levels of Care and the impact it will have on the inmates, staff and the community.

Security Custody Levels

During this course the participants will be given information and explanations regarding the security and custody level designations used by TDOC. This course is designed to help participants understand the custody levels of inmates and where they can be housed based on their security designation.

Report Writing

This lesson plan introduces the students to what constitutes a written report and why it is essential to be clear and concise. They will be taught the role of written reports as used to effectively discipline inmates and defend themselves in legal processes. These principles will be presented through lecture, discussion, and practicums. The student will write two reports one of which will be a skills test.

First Aid

Correctional employees face the possibility of having to administer emergency first aid on a daily basis. The purpose of this course is to provide them with the skills and knowledge to accomplish these life saving techniques.

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Working with Mentally Ill Inmates

Inmates with mental illness usually have normal intelligence, but their problem lies, not in their ability to think, but in their perception of reality. This class will end with a discussion of mental illness and how to identify behavior changes and the make the proper referral.

Drug-Free Workplace

The Tennessee Department of Correction has a Drug Free Workplace policy that has been in effect for some time and is committed to becoming a drug free workplace. The policy has been revised to include the testing of employees for drug and alcohol use. This revised policy took effect November 1, 2006. Employees need to be informed of the specifics of this policy, consequences of non-adherence, and what to expect test-wise.

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BASIC CORRECTIONAL PROFESSIONALS TRAINING SYLLABUS – WEEK 2

Legal and Professional Issues

This is a lecture and activity-based course designed to familiarize the new correctional employee with Constitutionally-protected inmate rights and the employee's professional responsibility as it relates to safeguarding those rights and professionalism. During the course, students will be given instruction on procedures for avoiding behavior or appropriately responding to inmate litigation.

Communication, Professionalism and Command Presence

This course is designed to examine what it takes to communicate well in a correctional setting. Good communication is absolutely essential. We must be able to communicate with other staff and inmates as well as the public in order to complete our mission. We will also discuss the role professionalism and being a good role model plays in our day to day work. Last, but certainly not least, we will discuss the importance of maintaining a "command presence".

Work Ethics in TDOC

This course is designed to look at what it takes to be an ethical employee. The course focuses on workplace values such as coming to work on time, being punctual with regard to lunch breaks, abiding by rules and policies, respecting co-workers, being productive and serving TDOC inmates in a positive manner.

Understanding Personalities

Know Thyself! For most of us this is easier said than done. This course of instruction is intended to accomplish the goal of self-recognition and identification of our own personality styles in our interactions with others. This course also recognizes the fact that there is no "best" personality style; that we are all "different"; that we are all a combination of styles; and that all contribute to the effectiveness of an organization.

Prison Rape Elimination Act

It is the policy of the TDOC to provide a safe, humane, and appropriately secure environment, free from the threat of sexual assault for all inmates, by maintaining a program of prevention, detection, response, investigation, and tracking of all alleged and substantiated sexual assaults. TDOC has a zero tolerance for incidences of sexual assault within its facilities. This course will provide you with the tools needed for the detection, response, investigation and prevention of inmate-on-inmate sexual assault.

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Recognizing Disturbances

A riot is one of the most devastating events that can occur in a correctional facility related to the destruction, the potential for injury or death to both staff and inmates and the long-term trauma for those who may have been held hostage. Correctional riots are a part of our history and unfortunately, they are potentially a part of our future. It is vitally important, therefore, that everyone working in a correctional facility understand riots and disturbances-what they are and how they can be prevented.

Hostage Survival

This course is designed not only to teach the participant how to enhance their chances for survival in a hostage situation but to educate them in some of the procedural responses involved in successfully resolving a hostage situation.

Verbal Self Defense

This course is based on the concepts presented in Verbal Judo. Most confrontations with offenders are verbal and if handled properly by the officer (or other staff) are not likely to escalate into a physical attack. The problem is that we as correctional employees often let our ego, our biases, or personal feelings determine how we respond to a situation. These types of responses are not only unprofessional; they are likely to result in making the situation worse, even resulting in a physical attack. When we resort to these types of responses, it may be said (accurately) that the results are “our own fault.” This course will provide the correctional employee with many valuable verbal “do’s and “don’ts” during confrontations with inmates.

Introduction to Defensive Tactics

During this class the participant will be instructed in techniques to defend themselves, the policy constraints associated with the use of force and the safety rules for self-defense class that are in place to help reduce injuries.

Cell/Area Searches

The purpose of this course is to explain the need for searches as well as demonstrate proper procedures for conducting them. This course will also discuss the procedures for cell inspections. The participants will then demonstrate proficiency by performing a cell/area searches under supervision and noting the location of all contraband discovered.

Employee/Inmate Substance Abuse

Through the use of lecture, handouts, and class discussion the instructor and class will determine which drugs are currently most prevalent in Tennessee prisons as well as those most abused by our employees. Recognition of the prevalent drugs and common methods of concealment and introduction will be stressed. The class will then concentrate on the signs and symptoms of substance abuse, especially those previously determined to be most problematic in Tennessee. Alcohol abuse

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among correctional employees is the largest substance abuse problem due to stress. This course will also examine the overuse & misuse of prescription drugs. The class will include discussions about inmate drug testing procedures and appropriate disciplinary actions. The class will include the proper gathering of evidence and maintaining the “chain of custody”.

Role of the Law Enforcement Unit

This course will focus on the responsibilities and authority the **Law Enforcement (Internal Affairs)** division has in all crimes and investigations occurring in any TDOC institution including investigating accusations of employee misconduct or criminal behavior. Key points covered in this course include investigative authority of the Law Enforcement Unit (LEU) over any crimes committed on TDOC property, power to take depositions, and their policy of turning any evidence of crime over to the local Attorney General office for possible prosecution. The purpose of this course is to familiarize the new employee with the **role and function of LEU**. Covered items will be: **“how employees get in trouble”**, and conversely, **“how to stay out of trouble.”**

Shared Security

Regardless of job classification, every correctional employee’s primary concern must be the safety and security of the institution. Inmates can and will take advantage of non-security staff members to acquire items of benefit in an escape attempt, obtain contraband, or just to be the recipient of “favors”. Non-security personnel do not receive the degree of training on security issues that is provided correctional officers. Unfortunately, neither do they have the daily reinforcement of the importance of security concerns. This class is designed to emphasize the importance of security to all personnel, regardless of job classification.

Financial Management

Many times in the Department of Correction, there are cases where officers may be tempted to cross professional boundaries for financial gain. The lure of an inmate offering money to bring in contraband may be considered by some as a quick fix to financial distress. One way to enable employees to resist this temptation is to coach and counsel them in the area of personal finance and budgets. Through lecture, discussion and small group exercise, this class is designed to assist correctional staff in analyzing and developing personal budgets which allow them to live within their means and resist short cuts which can result in professional disaster.

Defensive Tactics

During this class the participant will be instructed in techniques to escape from a front and rear choke hold. They will also be trained to escape from various wrist and arm grabs and body locks including being attacked from behind with your arms pinned or free. Please remember all the safety rules for self-defense class so that no one gets injured.

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Security Threat Groups

The American Correctional Association concluded years ago that street gangs were slowly becoming the prison gangs of the future. Our prison population has undergone a dramatic change over the past 10 years with an increasing number of inmates who are younger, more violent and have been identified as being members or associates of organized groups. This has created cause for concern for the safety and security of our institutions. Each of you must possess an awareness of the dangers and problems that are unique to the management and control of these inmates. An important first step to effective management is simply the recognition and identification of those inmates who fall into these categories. This course is designed to provide you with information which will allow you to recognize inmates who may be potentially threatening to institutional security and how TDOC attempts to manage the problem.

Cultural Diversity

Cultural issues are personal; they get to the heart of what you think about people, but rarely reveal. We may fear that we will offend others if we voice our opinion or thoughts on racial, ethnic, gender, or other such issues. These issues may be hard to talk about, but we need to become more comfortable talking about and dealing with different cultures. We cannot pick and choose our co-workers, the people we supervise or even our neighbors. We must be able and prepared to deal effectively with a wide variety of people; the key word here is effectively. The purpose of this course is to explore ways to work with our cultural differences not let them be stumbling blocks.

Stress and Critical Incident Stress Management

Stress is a fact of life. In fact, life without stress is death. During a person's life, they will encounter both positive (helpful) and negative (harmful) stress. This course will concentrate on negative stress, signs of stress, its effects, and what may be done to deal with stress. We will try to determine individual vulnerability to stress and also individual current degree of stress. This course will also look at Critical Incident Stress and the unique problems this type of stress may cause.

Post Test

Participants are given a test from topics covered during the training. A score of 80% is required to complete the program.

Employee Assistance Program

This course is designed to familiarize the trainees with the services and methods to access them offered by the Employee Assistance Program. This program is available free to state employees. The class will address and discuss the kinds of problems/issues the EAP is designed to help employees.

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BPOT - BASIC COMMUNITY SUPERVISION OFFICER TRAINING –

WEEK 1 PROGRAM FY 15-16

SUNDAY

3:00 P.M. to 6:00 P.M. – MMPI – Armory (3.0)

6:00 P.M. to 7:00 P.M. – Orientation – S-100 (1.0)

MONDAY = 9.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Respectful Workplace	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		TDOC Overview	2.0		
	3:00 - 5:00		Cultural Diversity	2.0		
	5:00 - 6:00		Dinner			
	6:00 - 7:00		Drug Free Workplace	1.0		
TUESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Introduction to Criminal Justice	1.0		
	9:00 - 11:00		Investigative Reports	2.0		
	11:00 - 12:00		Rules of Supervision	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Opening a Case	2.0		
	3:00 - 5:00		Criminal Thinking	2.0		
	5:00 - 6:00		Dinner			
WEDNESDAY = 9.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Clinical Review	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Contact Notes/Contact Codes	4.0		
	5:00 - 6:00		Dinner			
	6:00 - 7:00		S.O.A.P.	1.0		
THURSDAY = 7.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		E-TOMIS	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 4:00		Uniform Fitting	3.0		
FRIDAY =	Time Block	ID#	Training Module	Hrs.	Instructor	Location

Total Hours: 37.5

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BPOT - BASIC COMMUNITY SUPERVISION OFFICER TRAINING – WEEK 2 PROGRAM FY 15-16

MONDAY 10.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Risk and Needs Assessment	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Risk and Needs Assessment	2.0		
	3:00 - 5:00		Case Management	2.0		
	5:00 - 6:00		Dinner			
	6:00 - 8:00		Case Management	2.0		
TUESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Standards of Supervision	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Standards of Supervision	4.0		
	5:00 - 6:00		Dinner			
WEDNESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		CPR	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Liability	2.0		
	3:00 - 4:00		Tennessee Law	1.0		
	4:00 - 5:00		Constitutional Law	1.0		
	5:00 - 6:00		Dinner			
THURSDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Interstate Compact Services	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:00		Stress Management	1.0		
	2:00 - 3:00		Time Management	1.0		
	3:00 - 4:00		Recognizing Child and Elderly Abuse	1.0		
	4:00 - 5:00		Victim Sensitivity	1.0		
	5:00 - 6:00		Dinner			
FRIDAY = 3.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:30		Re-Entry	3.5		

Total Hours: 37.5

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BPOT - BASIC COMMUNITY SUPERVISION OFFICER TRAINING – WEEK 3 PROGRAM FY 15-16

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		ACRC	2.0		
	10:00 - 12:00		Probation Revocation Process	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Probation Revocation Process	4.0		
	5:00 - 6:00		Dinner			
TUESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Parole Revocation Process	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Parole Revocation Process	4.0		
	5:00 - 6:00		Dinner			
WEDNESDAY = 10.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Parole Revocation Assessment	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 4:00		Parole Revocation Assessment	3.0		
	4:00 - 5:00		WRITE Communication	1.0		
	5:00 - 6:00		Dinner			
	6:00 - 8:00		Substance Use Offenders	2.0		
THURSDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Mental Health Offenders`	2.0		
	10:00 - 12:00		Sex Offenders	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Verbal Self Defense	4.0		
	5:00 - 6:00		Dinner			
FRIDAY = 3.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Hostage Survival	2.0		
	10:00 - 11:30		Communication, Prof. & Command Presence	1.5		

Total Hours: 37.5

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BPOT - BASIC COMMUNITY SUPERVISION OFFICER TRAINING – WEEK 4 PROGRAM FY 15-16

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Orientation/Course Introduction	1.0		
	9:00 - 12:00		Pistol Familiarization Lab	3.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:30		Pistol Familiarization Lab	2.5		
	3:30 - 5:00		Shooting Principles Lab	1.5		
	5:00 - 6:00		Dinner			
TUESDAY = 10.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Familiarization Practicum	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Shooting Drills	4.5		
	5:30 - 6:30		Dinner			
	6:30 - 8:00		Low Light Shooting	1.5		
WEDNESDAY = 8.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Live Fire Drills	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Stoppage Reduction Drills	4.5		
	5:30 - 6:30		Dinner			
THURSDAY = 7.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:30		Qualification Practice	1.5		
	9:30 - 12:00		Qualification	2.5		
	12:00 - 1:00		Lunch			
	1:00 - 2:30		Qualification	1.5		
	2:30 - 4:30		First Aid Certification	2.0		
	4:30 - 5:30		Dinner			
FRIDAY = 3.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Courtroom Procedures	1.0		
	9:00 - 10:30		Problem Solving Basics	1.5		
	10:30 - 11:30		Drug Testing Procedures	1.0		

Total Hours: 37.5

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BPOT - BASIC COMMUNITY SUPERVISION OFFICER TRAINING – WEEK 5 PROGRAM FY 15-16

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:30		Introduction to Defensive Tactics	1.5		
	9:30 - 11:30		Use of Force Continuum	2.0		
	11:30 - 12:30		Lunch			
	12:30 - 1:00		Interview Stance/Bladed Position	.5		
	1:00 - 2:00		Basic Strikes	1.0		
	2:00 - 4:00		Spear	2.0		
	4:00 - 5:00		Daily Review	1.0		
TUESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:00		Chemical Agents	3.0		
	11:00 - 12:00		Chemical Agents Debrief and Decontamination	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 1:30		Review	.5		
	1:30 - 2:30		Post/Frame/Hook/Swim	1.0		
	2:30 - 3:30		Establish Guard	1.0		
	3:30 - 4:30		Break Guard/Mount Trap and Roll	1.0		
	4:30 - 5:00		Daily Review	.5		
	5:00 - 6:00		Dinner			
WEDNESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:30		ASP Baton	3.5		
	11:30 - 12:30		Lunch			
	12:30 - 1:30		Control Techniques	1.0		
	1:30 - 3:30		Sidearm Retention	2.0		
	3:30 - 4:30		Counter to Rear Choke/Headlock/Bear hug	1.0		
	4:30 - 5:00		Daily Review	.5		
THURSDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:00		Counter to Takedown Front/Rear/Side	3.0		
	11:00 - 12:00		360 Defense	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:30		Club Defense	1.5		
	2:30 - 4:00		Knife Defense	1.5		
	4:00 - 5:00		Daily Review	1.0		
FRIDAY = 5.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:30		Scenario Training	3.5		
	11:30 - 12:30		Lunch			
	12:30 - 2:30		Scenario Training and Weekly Review	2.0		

Total Hours: 37.5

Participants:

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BPOT - BASIC COMMUNITY SUPERVISION OFFICER TRAINING – WEEK 6 PROGRAM FY 15-16

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Motivational Interviewing	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Motivational Interviewing	4.0		
	5:00 - 6:00		Dinner			
TUESDAY = 9.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Search Procedures	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Search Procedures	4.0		
	5:00 - 6:00		Dinner			
	6:00 - 7:00		Infectious Diseases	1.0		
WEDNESDAY = 9.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Defensive Driving - NEVO	1.0		
	9:00 - 12:00		Defensive Driving - NEVO	3.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Defensive Driving - NEVO	2.0		
	3:00 - 5:00		PREA	2.0		
	5:00 - 6:00		Dinner			
	6:00 - 7:30		Street Drug Update	1.5		
THURSDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Fee Training	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 1:30		Graduation Practice	.5		
	1:30 - 5:00		STG	3.5		
	5:00 - 6:00		Dinner			
FRIDAY = 3.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Wrap Up and Evaluations	2.0		
	9:00 - 10:00		Graduation Preparation			
	10:00 - 11:00		Graduation	1.0		

Total Hours: 37.5

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BASIC COMMUNITY SUPERVISION OFFICER TRAINING SYLLABUS – WEEK 1

MMPI – (Sunday)

Participants will be administered a mental health examination and an intelligence test by a mental health professional. If the participant is not certified, they will not be allowed to continue in the program.

Respectful Workplace

During this course, we will thoroughly examine “Employee Sexual Misconduct, Sexual Harassment, and Workplace Harassment.” Through a combination of discussion and group activities, we will identify the “protected classes” covered in this policy. We will review Department of Human Resources (DOHR) definition of workplace harassment and retaliation, and analyze examples of workplace harassment. It is only through a complete and shared understanding of these issues, that we can create a productive workplace free of harassment, hostility and retaliation.

TDOC Overview

During this class the participant will take a look at a basic overview of the TDOC, and its mission statement. Additionally the participant will look at each institution’s population, and any special programs that are offered at that location as well as community supervision locations and our Central Office overview.

Cultural Diversity

Cultural issues are personal; they get to the heart of what you think about people, but rarely reveal. We may fear that we will offend others if we voice our opinion or thoughts on racial, ethnic, gender, or other such issues. These issues may be hard to talk about, but we need to become more comfortable talking about and dealing with different cultures. We cannot pick and choose our co-workers, the people we supervise or even our neighbors. We must be able and prepared to deal effectively with a wide variety of people; the key word here is effectively. The purpose of this course is to explore ways to work with our cultural differences not let them be stumbling blocks.

Drug Free Workplace

The Tennessee Department of Correction has a Drug-Free Workplace policy that has been in effect for some time and is committed to becoming a drug-free workplace. The policy has been revised to include the testing of employees for drug and alcohol use. This revised policy took effect November 1, 2006. Employees need to be informed of the specifics of this policy, consequences of non-adherence, and what to expect test-wise.

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Introduction to Criminal Justice

This course will define crime, provide the participants with a general overview of the three components of the criminal justice system with emphasis on the courts and provide an understanding of the common terms associated with the criminal justice system.

Investigative Reports

The first and foremost duty of probation parole officers is to protect the public. Investigative reports aid in the sentencing, paroling, classification and supervision of offenders; therefore, they are an integral part of a probation parole officer's duties in protecting the public. This class will examine the different types of investigative reports, the purposes of the reports and the procedures involved in investigating and preparing the reports.

Rules of Supervision

To comply with the Tennessee Department of Correction's mission statement of providing effective community supervision in order to enhance public safety, the sentencing courts in probation cases and the Parole Board in parole cases impose a set of general conditions all offenders under supervision must abide by. During this class the participant will review the procedural requirements regarding the rules of supervision and discuss the meaning of the general rules.

Opening a Case

Tennessee Department of Correction policy mandates that significant information about offenders and the interactions with them be maintained. This is accomplished with an offender case file and the computerized TOMIS record. The case file is a field services office folder bearing the offender's name and other identifying information and containing any necessary papers. The TOMIS record is the primary repository of all information and interactions regarding offenders. When an offender is placed under supervision it is the Probation Parole Officer's responsibility to open a case file. In this course we will cover the process of opening a case file including the required forms and documentation.

Criminal Thinking

The purpose of this lesson is to ensure staff employed by the Community Supervision division receive the information necessary to effectively identify the common thinking errors that criminals possess and strategies to counteract those errors.

Clinical/MMPI Review

The participants will meet with the Physician/ Mental Health professionals for a personal interview which will complete the Physical/Mental Health assessment process. Participants who are certified will continue in training.

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Contact Notes/Contact Codes

Document, document, document! During this class participants will learn the guidelines for contact notes, learn the different categories of contact notes and their purposes, and become familiar with the codes used to record the contact notes.

S.O.A.P.

This course is designed to ensure concise, comprehensive case note formats to be used for each required face-to-face visit and other substantial interactions with offenders. S.O.A.P. stands for Subjective, Objective, Assessment and Plan of Action.

E-TOMIS

The participant will learn how to sign on to the E-TOMIS training environment. The instructor will assist the student through several conversations in "inquire only" and some in which the student must enter information. After several practice exercises, the trainee will be given a skill test during which they must assess pre-loaded information and correctly answer questions about each conversation accessed.

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BASIC COMMUNITY SUPERVISION OFFICER TRAINING SYLLABUS – WEEK 2

Risk and Needs Assessment

This course will provide participants with the theoretical framework supporting the effective use of the Tennessee Department of Correction approved risk and needs assessments. It will provide instruction on using the Tennessee Risk and Needs Assessment tool and application as well as the Texas Christian University Drug assessment tool.

Case Management

The goals of offender supervision are to minimize public risk, promote lawful behavior and assist with positive rehabilitation efforts. Many policies and procedures governing all aspects of supervision and caseload management of community supervision offenders exist to enable Probation Parole Officers the knowledge and ability to meet these goals. This course will provide the knowledge and teach the correct procedures for caseload management that is not taught in separate classes of the pre-service training.

Standards of Supervision

Tennessee Department of Correction policy mandates that every offender shall be classified and supervised based on the degree of risk he/she may present to the community, the offender's needs for assistance and surveillance and the availability of resources. The quality and frequency of officer activity and/or contact with or on behalf of offenders is essential to public safety and the offender's successful community adjustment, therefore, the Assistant Commissioner of Community Supervision will develop and maintain the Case Management Protocol Manual and the Standards of Supervision. This class will allow the participants to become familiar with the procedure for determining the level of supervision, the standards of supervision and compliance with the standards of supervision.

CPR

This course is the Adult CPR component. This course is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. This course also includes instruction on the AED device. The course will culminate with a post test and participants who successfully complete all components will be issued an American Red Cross Adult CPR Certification Card.

Liability

During this course of instruction, we will discuss the State and federal laws and TDOC policies that govern the use of state issued firearms.

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Tennessee Law

The lesson is taught via a combination of lecture and discussion. The purpose of this lesson is to ensure staff employed by the Tennessee Department of Correction becomes familiar with Tennessee Code Annotated (TCA) chapters that pertain to community supervision. This lesson is best taught by using the traditional classroom setting. The instructor should be well versed in this material in order to answer any specific questions relating to TCA. During this block of instruction, a computerized slide show presentation will be used to enhance the delivery of the information.

Constitutional Law

This course will discuss the United States Constitutional Foundations as it relates to law enforcement and Corrections. The Bill of Rights will be discussed with particular attention to the 4th, 5th, 6th, and 8th amendments. Several Court cases in the development of Federal and State applications of law will be reviewed. The results of not following the Constitution, federal and State Law along with TDOC Policy will be discussed. Finally, a survey of some common laws, and the police powers of the Department are discussed to allow the student to gain some connection between theory and how the TDOC and the State of Tennessee must conduct business in relation to the Constitution.

Interstate Compact Services

Many, many times it becomes necessary for an offender convicted in one state to reside in another state. This is accomplished through the Interstate Compact for Adult Offender Supervision (ICAOS) which is a formal agreement among member states that regulates the interstate movement of adult offenders in order to promote public safety. ICAOS even has congressional consent under Article I, Section 10 of the United States Constitution and pursuant to Title 4, Section 112(a) of the United States Code. This course will provide an overview of general information and the rules regarding ICAOS.

Stress Management

Stress is a fact of life. In fact, life without stress is death. During a person's life, they will encounter both positive (helpful) and negative (harmful) stress. This course will concentrate on negative stress, signs of stress, its effects, and what may be done to deal with stress. We will try to determine individual vulnerability to stress and also individual current degree of stress. This course will also look at Critical Incident Stress and the unique problems this type of stress may cause.

Time Management

This lesson plan introduces field services officers to the essential time management tools needed to do long range planning and handle day to day projects and assignments.

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Recognizing Child and Elderly Abuse

The lesson is taught via a combination of lecture and discussion. The purpose of this lesson is to ensure staff employed by the Tennessee Department of Correction receive the information necessary to effectively identify and report suspected child and elder abuse within agency requirements and Tennessee Law TCA 37-1-403, 37-1-412, 39-13-506, 39-13-509, 39-13-522, 39-15-302, 39-15-401, 39-15-402 (Haley's Law), 71-6-102, 71-6-103, 71-6-110, 71-6-119. During this block of instruction, a computerized slide show presentation will be used to enhance the delivery of the information.

Victim Sensitivity

Historically, Community Supervision practices have been offender – directed and have ignored or passively responded to the concerns of crime victims. While offender supervision strategies are aimed at protecting the public as a whole from further victimization; the interests of individual victims are often lost under the mass of paperwork and growing caseloads of offenders. A victim would profit from understanding that offenders will be held accountable for their actions either through payment of restitution or other supervisory conditions. While the primary goal for community supervision agencies, sentencing courts and correctional facilities can and should provide services to victims of crime.

Re-Entry

This class will show the participant proper transition from offender to citizen. It will also help teach them the proper steps it takes to re-enter society. It will help the participant understand the steps it takes for an offender to go from inmate to citizen. It explains the counselors' roles all the way to the Field Services roles in making that happen.

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BASIC COMMUNITY SUPERVISION OFFICER TRAINING SYLLABUS – WEEK 3

Administrative Case review Committee (ACRC)

This is an overview of the Administrative case Review Committee (ACRC) process to get the new officer acquainted with alternative means to help the offender be in compliance with the rules of their probation/parole.

Probation Revocation Process

Probation Parole Officers are required to make a prompt and thorough investigation of the facts and circumstances regarding any alleged probation violation. A careful decision then has to be made whether to prepare and file a violation report in order to proceed to a revocation hearing. This course will allow all participants to become familiar with the probation revocation process and all its procedures from investigating the violation through the revocation hearing.

Parole Revocation Process

The mission of the Tennessee Department of Correction is to minimize public risk and promote lawful behavior by the prudent, orderly release and community supervision of adult offenders at the least cost to taxpayers. When a parolee fails to follow the rules of parole, it is the essential that the Probation Parole Officer holds him/her accountable through the parole revocation process. This course will provide an introduction to the parole revocation process.

WRITE Communication

The participant will learn the effective way to communicate through written or electronic communication between staff. The course will address common pitfalls that have been identified as barriers to effective communication.

Substance Use Offenders

This course will identify the difference between drug abuse and addiction and will describe the components of addiction. The participant will be able to recognize the components of substance abuse and the issues surrounding supervision of offenders who use alcohol and other drugs.

Mental Health Offenders

Participants will be able to demonstrate their understanding of the symptoms of mental conditions, mental health service referral procedures, and supervision best practices.

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Sex Offenders

Whether you are a pre-sentence investigation writer, a community supervision officer (PPO) or a Programmed Supervision Unit (PSU) officer you will come into contact with sex offenders while working for Community Supervision. This course is designed to give all participants a basic overview of which offenders are classified as sex offenders and what supervision requirements are mandated for sex offenders.

Verbal Self Defense

Most confrontations with offenders are verbal and if handled properly by the officer are not likely to escalate into a physical attack. The problem is that employees often let their ego, biases, or personal feelings determine how they respond to a situation. These types of responses are not only unprofessional; they are likely to result in making the situation worse, even resulting in a physical attack. This course will provide the officer with many valuable verbal “do’s and “don’ts” during confrontations with offenders.

Hostage Survival

This course is designed not only to teach the participant how to enhance their chances for survival in a hostage situation but to educate them in some of the procedural responses involved in successfully resolving a hostage situation.

Communication, Professionalism and Command Presence

This course is designed to examine what it takes to communicate well in a correctional setting. Good communication is absolutely essential. We must be able to communicate with other staff and inmates as well as the public in order to complete our mission. We will also discuss the role professionalism and being a good role model plays in our day to day work. Last, but certainly not least, we will discuss the importance of maintaining a “command presence”.

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BASIC COMMUNITY SUPERVISION OFFICER TRAINING SYLLABUS – WEEK 4

Orientation/Course Introduction

This course is designed to familiarize the shooter with the safe and effective operation of the semi-automatic pistol. The participant must pass a written exam with a score of 75% or more and pass a live fire qualification with a score of 80% or more.

Pistol Familiarization Lab

This course is designed to give each participant in-depth information concerning the design and construction of the semi-automatic pistol as well as the components and safety mechanisms

Shooting Principles Lab

The primary objective for every shooter should be accuracy, consistency, speed and safety. These are the skills that every shooter strives to perfect. In order to achieve this objective a shooter must know and practice the basic fundamentals of shooting each time he or she pulls the trigger.

Familiarization Practicum

During this course the participant will become familiar with the firing stance, grip, trigger management, sight alignment, and loading and unloading the weapon.

Shooting Drills

This class provides the participant with information and practice regarding firing the weapon including the three step draw stroke, alternative shooting platforms, shooting on the move, and engaging multiple targets.

Low Light Shooting

Participants will practice shooting in low light conditions to evaluate the changes in the vision capabilities under these circumstances.

Live Fire Drills

Participants will participate in live fire rounds on the shooting range.

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Stoppage Reduction Drills

The participant will be given instructions in malfunctions that may interrupt the firing cycle and methods to safely clear the weapon.

Qualification Practice

Participants will be given time to practice firing the weapon prior to attempting the official qualification course.

Qualification

Participants will fire a total of 50 rounds during this portion and must attain a score of 80% or more to continue in the program.

First Aid Certification

Correctional employees face the possibility of having to administer emergency first aid on a daily basis. The purpose of this course is to provide them with the skills and knowledge to accomplish these life saving techniques. This course covers First Aid topics and is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. The course will culminate with a post test and participants who successfully complete all components will be issued an American Red Cross First Aid Certification Card.

Courtroom Procedures

Attending court hearings is one of the major job duties of a Probation Parole Officer (PPO). It is also one of the times that all PPO's must dress and conduct themselves in the utmost professional manner since their dress and conduct is not only a reflection of themselves but also of the agency. Being prepared prior to court appearances will definitely help PPO's in meeting this job duty successfully. This course will provide information on appropriate dress and conduct, being prepared and testifying that will enable any PPO to be a professional in court.

Problem Solving

Problem solving and decision making are a natural part of a supervisor's work day. Changes in policy, procedures and people are occurring constantly. This module will address techniques for creative and proactive problem solving. It will cover six reasons that problems are hard to solve and will introduce the Ishikawa (fishbone) problem solving design to the participants and show them eight benefits to using this approach to solve problems.

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Drug Testing Procedures

The purpose of this course is to outline the new Field Services Officer with the guidelines and procedures that should be followed for conducting drug and alcohol screens. Topics included are imposition of graduated sanctions for continued drug use, and identifying treatment interventions.

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BASIC COMMUNITY SUPERVISION OFFICER TRAINING SYLLABUS – WEEK 5

Defensive Tactics

During this class the participant will be instructed on the interview stance, bladed position, in the techniques to perform basic strikes, the Close Quarter Personal Defense (CQPD) Method, how to post, frame, and hook. They will also be trained in techniques to protect themselves if taken to the ground, as well as controlling techniques, sidearm retention, and cuffing techniques. Participants will also be trained to defend themselves if attacked against a wall, and counters to a choke, headlock, bear hug, and takedowns from the front, rear, and side. They will also be trained in 360 degree defense, as well as club, and knife defense techniques.

Defensive Tactics Scenarios

Weapon retention scenarios are to have the officers become proficient in the techniques and used as a teaching tool for the instructor to evaluate the officer on the techniques previously taught in the supplemental training while fatigued and when in a stressful situation.

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BASIC COMMUNITY SUPERVISION OFFICER TRAINING SYLLABUS – WEEK 6

Motivational Interviewing

This course provides participants with a non-confrontational process of interviewing and interacting with offenders that aims to establish professional rapport and enhance a person's motivation to change.

Search Procedures

The overall safety and security of any officer relies greatly upon the ability and the willingness of the officer to perform thorough, effective personal searches. During this class, we will take an in-depth look into the body search, the types of body searches, and the proper procedures and performance of these searches.

Effective offender home searches will also be discussed and examined. The student will identify core concepts associated with home searches of probationers and paroles under the supervision of the TN Department of Corrections.

Infectious Diseases

This class will provide the participants with the ability to differentiate between blood-borne and air-borne pathogens, identify modes of transmission for HIV and HBV, discuss the impact of alcohol and drugs on disease transmission, give current statistics about HIV/AIDS, and identify proper Universal Precautions.

Defensive Driving - Non-Emergency Vehicle Operation (NEVO)

The course of instruction will familiarize the participant with Non-Emergency Vehicle Operations. National statistic show an increase in fatal crashes annually that could have been prevented with proper understanding in vehicle dynamics and education. To improve an individual's driving skills requires training and practice. This course is designed to familiarize participants with basic defensive driving techniques. Job specific responsibilities will be covered upon completion of the basic program. Each participant will be required to satisfactorily complete a driving course designed for their position.

Office Safety

An officer who anticipates difficulty with offenders often arranges for them to come into the office on the assumption that the office is safer than the field. Although being on "home ground" may provide some comfort, failure to attend to personal safety in the office can result in serious incidents. But officers are not the only ones at risk from offenders. Support staff are usually the first employees' offenders contact when they report to the office. Creating a secure environment for all staff is of paramount importance.

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Fee Training

This class is designed to teach students the use of the Fee System to set up an offender's fees based on the type of case entered into the Tennessee Offender Management Information System (TOMIS).

Security Threat Group (STG)

Each officer must possess an awareness of the dangers and problems that are unique to the management and control of these offenders. An important first step to effective management is simply the recognition and identification of those who fall into these categories. This course is designed to provide the participant with information that will allow them to recognize offenders who may be security threat group members.

Street Drug Awareness

This course will cover the common forms of ingestion, basic pharmacological effects upon the user and a physical description of these drugs in order to aid their recognition.

Prison Rape Elimination Act (PREA)

It is the policy of the TDOC to provide a safe, humane, and appropriately secure environment, free from the threat of sexual assault for all offenders, by maintaining a program of prevention, detection, response, investigation, and tracking of all alleged and substantiated sexual assaults. TDOC has a zero tolerance for incidences of sexual assault. This course will provide you with the tools needed for the detection, response, investigation and prevention of offender sexual assault.

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BASIC CHILDREN'S SERVICE OFFICER TRAINING – WEEK 1 PROGRAM FY 15-16

Orientation: Sunday – 6:00 P.M. – S-100

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Introduction to Juvenile Justice	2.0		
	10:00 - 11:00		Juvenile Rights/Responsibilities	1.0		
	11:00 - 12:00		Supervision of Juveniles	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Student Sexual Assault (PREA)	2.0		
	3:00 - 5:00		Team Building	2.0		
	5:00 - 6:00		Dinner			
TUESDAY = 8.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:30 - 8:00		Uniform Fitting (Non-Security)	.5		
	8:00 - 10:00		First Aid	2.0		
	10:00 - 12:00		Professional Communication	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Professional Ethics	2.0		
	3:00 - 5:00		Understanding Personalities	2.0		
	5:00 - 6:00		Dinner			
WEDNESDAY = 10.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Suicide Signs/Symptoms	2.0		
	10:00 - 12:00		Control of Contraband	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		MACH 5	4.0		
	5:00 - 6:00		Dinner			
	6:00 - 8:00		MACH 5	2.0		
THURSDAY = 8.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:30 - 8:00		Report to the Clinic for TB Skin Test	.5		
	8:00 - 12:00		MACH 5	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:00		Staff/Student Relations	1.0		
	2:00 - 5:00		CPR	3.0		
	5:00 - 6:00		Dinner			
FRIDAY = 5.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Respectful Workplace	4.0		
	12:00 - 1:00		Educational Supervisor Meeting	1.0		

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BASIC CHILDREN'S SERVICE OFFICER TRAINING – WEEK 2 PROGRAM FY 15-16

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:30		Report to the Clinic for 2 nd TB Skin Test			Clinic
	8:00 - 9:00		Rookie Syndrome	1.0		
	9:00 - 11:00		Internal Affairs	2.0		
	11:00 - 12:00		Lunch			
	12:00 - 2:00		Anger Management/Stress Management	2.0		
	2:00 - 4:00		Managing Disruptive Behavior	2.0		
	4:00 - 5:00		Family Systems	1.0		
TUESDAY = 9.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:45 - 8:00		Inspection			
	8:00 - 9:00		Childhood Development	1.0		
	9:00 - 11:00		Adolescent Development	2.0		
	11:00 - 12:00		Lunch			
	12:00 - 3:00		Working with Children of Trauma	3.0		
	3:00 - 4:00		Sudden in Custody Death Syndrome (SICDS)	1.0		
	4:00 - 5:00		Juvenile Courtroom Procedures	1.0		
	5:00 - 6:00		Dinner			
	6:00 - 7:00		Behavior Management	1.0		
WEDNESDAY = 9.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:45 - 8:00		Inspection			
	8:00 - 11:00		Report Writing	3.0		
	11:00 - 12:00		Student Medication	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Mental Illness Awareness	2.0		
	3:00 - 5:00		Security Threat Groups	2.0		
	5:00 - 6:00		Dinner			
	6:00 - 7:00		Juvenile Rules & Regulations	1.0		
THURSDAY = 10.00	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:30		Report to the Clinic for 2 nd TB Skin Test			
	8:00 - 10:00		Student Discipline	2.0		
	10:00 - 11:00		Discipline vs. Punishment	1.0		
	11:00 - 12:00		Lunch			
	12:00 - 2:00		Managing Manipulative Behavior	2.0		
	2:00 - 5:00		Problem Solving and Decision Making	3.0		
	5:00 - 6:00		Dinner			
	6:00 - 8:00		Hostage Survival	2.0		
FRIDAY = 4.00	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:45 - 8:00		Inspection			
	8:00 - 10:00		Street Drug Awareness	2.0		
	10:00 - 12:00		Counseling Skills	2.0		

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BASIC CHILDREN'S SERVICE OFFICER TRAINING – WEEK 3 PROGRAM FY 15-16

MONDAY = 10.00	Time Block	ID#	Training Module		Hrs.	Instructor	Location
	7:45 - 8:00		Inspection				
	8:00 - 12:00		Uniform Issue		4.0		
	12:00 - 1:00		Lunch				
	1:00 - 3:00		Communication, Professionalism & Command Presence		2.0		
	3:00 - 5:00		DCS-Legal & Ethical Considerations		2.0		
	5:00 - 6:00		Dinner				
TUESDAY = 8.00	Time Block	ID#	Training Module		Hrs.	Instructor	Location
	7:45 - 8:00		Inspection				
	8:00 - 11:00		Use of Mechanical Restraints (A)	Transportation Techniques (B)	3.0		
	11:00 - 12:00		Preventing Bullying (A)	Defensive Driving – NEVO (Classroom) (B)	1.0		
	12:00 - 1:00		Lunch				
	1:00 - 5:00		Searches (A)	Defensive Driving NEVO (Practicum) (B)	4.0		
	5:00 - 6:00		Dinner				
WEDNESDAY = 8.00	Time Block	ID#	Training Module		Hrs.	Instructor	Location
	7:45 - 8:00		Inspection				
	8:00 - 11:00		Transportation Techniques (A)	Use of Mechanical Restraints (B)	3.0		
	11:00 - 12:00		Defensive Driving – NEVO (Classroom) (A)	Preventing Bullying (B)	1.0		
	12:00 - 1:00		Lunch				
	1:00 - 5:00		Defensive Driving – NEVO (Practicum) (A)	Searches (B)	4.0		
	5:00 - 6:00		Dinner				
THURSDAY = 10.00	Time Block	ID#	Training Module		Hrs.	Instructor	Location
	7:45 - 8:00		Inspection				
	8:00 - 10:00		Time Management		2.0		
	10:00 - 11:00		Financial Management		1.0		
	11:00 - 12:00		Ombudsman		1.0		
	12:00 - 1:00		Lunch				
	1:00 - 3:00		Setting Goals		2.0		
	3:00 - 4:00		Graduation Practice		1.0		
	4:00 - 5:00		Verbal De-Escalation		1.0		
	5:00 - 6:00		Dinner				
	6:00 - 8:00		Post Test		2.0		
FRIDAY = 4.0	Time Block	ID#	Training Module		Hrs.	Instructor	Location
	7:30 - 8:00		Final Inspection/Closing Remarks		.5		
	8:00 - 9:00		DCS Overview/Re-Test		1.0		
	9:00 - 10:00		Evaluations/Educational Supervisors Meeting		1.0		
	10:00 - 10:30		Graduation Preparation		.5		
	10:30 - 11:30		Graduation		1.0		

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BASIC CHILDREN'S SERVICE OFFICER TRAINING SYLLABUS – WEEK 1

Orientation

Participants are welcome to the training environment and are acclimated to the Academy campus, advised of Academy Rules and Regulations, and are provided with the academic program overview/expectations.

Introduction to Juvenile Justice

Participants are introduced to Juvenile Justice with a fundamental understanding of the system of justice and the main divisions within the department.

Juvenile Rights and Responsibilities

Participants are informed to the rights of juveniles and their responsibility in relationship to the rights they are afforded.

Supervision of Juveniles

Participants cover the basic procedures utilized by Children's Services Officers. They will receive information on the care and safety of students and staff through the use of security procedures. They will also be informed of indicators to look for denoting an unusual occurrence.

Student Sexual Assaults (P.R.E.A.)

Participants are provided with the understanding of the laws and policies regarding the Prison Rape Elimination Act (P.R.E.A.) and the laws which prohibit sexual contact with juveniles or offenders in custody.

Team Building

During this class we will look at what a team is and what it isn't. We will discuss how a team should function and why teamwork is essential to institutional operation. Once we've found out what a team is, you will be given a chance to demonstrate your teamwork skills in an activity.

First Aid

Participants are trained to effectively respond to emergency situations requiring medical care. This course, which is required by DCS policy and ACA standards, is designed by the American Red Cross. The course utilizes video and class discussion to identify the causes, signs, symptoms and appropriate responses to emergency situations such as checking an ill or injured person, sudden illness, soft tissue injuries, injuries to muscles, bones and joints, and heat and cold related emergencies.

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Professional Communication

Through a series of lecture, group discussion, and guided activity, this course will offer the employee valuable methods to adapt to a greater usage of Professional Communication in a positive way.

Professional Ethics

Participants examine the proper and professional ethical behavior to exhibit while on-duty and off-duty as a servant to the public. Participants are reminded of the fundamental ethical values required of society.

Understanding Personalities

Know Thyself! For most of us this is easier said than done. This course of instruction is intended to accomplish the goal of self-recognition and identification of our own personality styles in our interactions with others. This course also recognizes the fact that there is no “best” personality style; that we are all “different”; that we are all a combination of styles; and that all contribute to the effectiveness of an organization.

Suicide Signs and Symptoms

Participants are provided with the knowledge of signs and symptoms that may preclude suicidal tendencies or threats in an effort to use the recognition of these signs and symptoms to proactively provide treatment.

Control of Contraband

Participants are educated in the types of contraband that commonly introduced into our system, how to control or minimize introduction of contraband and various methods of contraband concealment.

M.A.C.H. 5

Participants are provided a course of instruction in defensive tactics that provide the reduced chance of causing injury to a combative child. Levels 1 and 2 of the M.A.C.H. 5 defensive tactics for dealing with juveniles are the focus of the instruction.

Staff/Student Relations

Participants identify and discuss the importance of maintaining a professional distance between staff and students. Participants will also identify problems with being too friendly or too aggressive in dealing with students. The importance of maintaining a professional rapport with all students supervised is a strong concentration.

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CPR

Participants learn by lecture, discussion, DVD, demonstration, and return demonstration formats specified by the American Red Cross. The instructor will require the trainee to successfully demonstrate acceptable skill competency utilizing Ambu-pals and pass a written examination prior to issuance of an American Red Cross certification in CPR.

Respectful Workplace (Workplace Harassment)

Participants are instructed in depth to prohibited harassing conduct in and out of the workplace concerning fellow employees of the state.

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BASIC CHILDREN'S SERVICE OFFICER TRAINING SYLLABUS – WEEK 2

Rookie Syndrome

Participants discuss the concerns of new DCS officers about to start working in a DCS facility. Discussed are their fears and aspects of their job that are unknown. Participants are also informed of common mistakes that new DCS officer's make and how to prevent them.

Internal Affairs

Participants are educated in the function of Internal Affairs and the division's responsibility. It is required that all Department of Children's Services employees know and understand Internal Affairs Policy 1.16 so that we can comply with the law and NOT hinder a proper investigation. The authority that drives this policy is from state law, Tennessee Code Annotated 37-5-106. The purpose of IA is to investigate allegations of malfeasance, misfeasance, nonfeasance and violations of rules, policies, and procedures concerning the management and operation of the DCS. During this course, participants are provided information related in the policy regarding Internal Affairs investigations.

Anger Management/ Stress Management

Participants concentrate on identifying both anger and stress, learning the signs and effects of both while learning coping skills to combat their ability to cause adverse effect.

Managing Disruptive Behavior

Participants cover the issues surrounding juveniles and the disruptive behavior exhibited by them by learning to provide positive and negative reinforcement methods.

Family Systems

Participants are instructed in identifying types of families, the impact of family members' behavior, the characteristics of healthy and unhealthy families and the role you must accept as a professional DCS employee.

Childhood Development

Participants are introduced to the stages of a child's development and how each stage effects the child's development, moral and emotional values and the effects on the family.

Adolescent Development

Participants are educated to the normal process of adolescent development and some things that have hindered the students with whom they work.

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Working with Children of Trauma

Participants are provided with information in the areas of defining child sexual abuse and recognizing signs of the abuse; understanding how a victim is “set up”; understanding the steps of an investigation and the court proceedings; understanding the rights of victims; and learning the legal reporting obligations.

Sudden In-Custody Death Syndrome

Participants learn the signs and symptoms of positional asphyxiation and the causes for Sudden In-Custody Death Syndrome (SIDS). Ways to prevent deaths proactively are discussed.

Juvenile Courtroom Procedures

Participants are educated on the professional courtroom demeanor, attire, and behavior that is expected within the courtroom environment.

Behavior Management

Participants are instructed in ways to manage the behavior of juveniles. This course will discuss self-defeating myths about working with troubled youth, building positive relationships between staff members and youth, and the goal of teaching youth new behaviors that enable them to have control over themselves.

Report Writing

Participants are introduced to what constitutes a written report and why it is essential to be clear and concise. They will be taught the role of written reports as used to effectively discipline inmates and defend themselves in legal processes.

Student Medication

Participants are provided up-to-date information concerning the most commonly prescribed medications issued to students in Department of Children’s Services (DCS) facilities. Topics include a review of the commonly used medications, common side effects and review of student rights and confidentiality issues.

Mental Illness Awareness

This lesson will introduce the Children’s Service staff to mental illness and the symptoms of various mental illnesses. Students will also be introduced to the functional levels of intellectual disabilities and guidelines for working with students who have special supervision needs.

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Security Threat Groups

Participants are provided information and data about Security Threat Group (STG) or gang affiliated groups with issues and details; the gang culture; and potential indicators that can be signs of danger.

Juvenile Rules/Regulations

Participants will review policy rules and regulations of the disciplinary process and the use of confinement of students in the Department of Children's Services youth development centers. Students will work in groups to answer questions concerning policy definitions of disciplinary offenses, the appeals process, punishment guidelines and the appropriate use of confinement.

Student Discipline

Participants are provided a comprehensive look at the disciplinary process in DCS. This will include major and minor offenses, disciplinary charges and reports, behavior not subject to discipline, impermissible sanctions and permissible sanctions.

Discipline vs Punishment

Participants learn the difference between disciplinary action and punishment. Participants are educated in the various types of each and when each may or may not be utilized.

Managing Manipulative Behavior

Participants are introduced to the tactics used by juveniles to manipulate them. Participants are instructed in preventing the susceptible to manipulation behavior and procedures to guard against manipulation.

Problem Solving and Decision Making

Problem solving and decision making are a natural part of a supervisor's work day. Changes in policy, procedures and people are occurring constantly. This module will address techniques for creative and proactive problem solving. It will cover six reasons that problems are hard to solve and will introduce the Ishikawa (fishbone) problem solving design to the participants and show them eight benefits to using this approach to solve problems.

Hostage Survival

Participants are provided with the necessary information to enhance your chances for survival in a hostage situation but to educate you in some of the procedural responses involved in successfully resolving a hostage situation.

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Street Drug Awareness

This course will cover the common forms of ingestion, basic pharmacological effects upon the user and a physical description of these drugs in order to aid their recognition.

Counseling Skills

This course will introduce the Children's Services Officer to the thinking patterns of the unruly and delinquent youth. Common thinking errors characteristic of criminals will be discussed, as well as the impulsivity of the DCS youth. Class participants will be taught verbal skills needed to challenge the thinking errors of delinquent youth and techniques to motivate students toward positive behavioral change.

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BASIC CHILDREN'S SERVICE OFFICER TRAINING SYLLABUS – WEEK 3

Communication, Professionalism and Command Presence

Participants are instructed in proper, professional communicative measures. Also discussed is the role professionalism as a good role model during day to day work. The importance of maintaining a “command presence” is stressed.

DCS Legal & Ethical Considerations

Participants are familiarized with specific employee legal rights/programs as well as an understanding of how to put those legal rights to use. Ethical issues will also be discussed and how they relate to your job.

Cultural Diversity

Cultural issues are personal; they get to the heart of what you think about people, but rarely reveal. We may fear that we will offend others if we voice our opinion or thoughts on racial, ethnic, gender, or other such issues. These issues may be hard to talk about, but we need to become more comfortable talking about and dealing with different cultures. We cannot pick and choose our co-workers, the people we supervise or even our neighbors. We must be able and prepared to deal effectively with a wide variety of people; the key word here is effectively. The purpose of this course is to explore ways to work with our cultural differences not let them be stumbling blocks.

Use of Mechanical Restraints

Participants are instructed in the proper procedures for using restraints. Participants practice proper procedures in practical exercise.

Transportation Techniques

One of the greatest security concerns in any Detention center is the safe and secure movement of students from one place to another. There are policies in place governing how this movement is to be accomplished when it is necessary to transport a student outside the facility.

Preventing Bullying

Participants are instructed in various methods to recognize signs and symptoms of being victimized or bullied. Bullying prevention techniques are practiced as solutions to reduce the victimization by juveniles in custody.

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Defensive Driving – NEVO

The course of instruction will familiarize the participant with Non-Emergency Vehicle Operations. National statistic show an increase in fatal crashes annually that could have been prevented with proper understanding in vehicle dynamic and education. To improve an individual's driving skills requires training and practice. This course is designed to familiarize participants with basic defensive driving techniques. Job specific responsibilities will be covered upon completion of the basic program. Each participant will be required to satisfactorily complete a driving course designed for their position.

Searches

Participants are instructed in a course of searching people and property in the proper manner of completing searches.

Time Management

This lesson plan introduces the participant to the essential time management tools needed to do long range planning and handle day to day projects and assignments.

Financial Management

Many times, there are cases where staff may be tempted to cross professional boundaries for financial gain. The lure of being offered money to bring in contraband may be considered by some as a quick fix to financial distress. One way to enable employees to resist this temptation is to coach and counsel them in the area of personal finance and budgets. Through lecture, discussion and small group exercise, this class is designed to assist staff in analyzing and developing personal budgets which allow them to live within their means and resist short cuts which can result in professional disaster.

Ombudsman

Participants are introduced to the Tennessee Commission on Children and Youth conflict management and resolution services provided by the ombudsman program.

Setting Goals

Participants are educated in the future and their employment opportunities. Setting goals personally and professionally are concentrated upon and the manner in making the goals attainable is stressed.

Verbal De-Escalation

Participants are provided with the self-defense tool that is the first in their capability to calm an aggressive situation. The participants will learn many valuable verbal "do's" and "don'ts" aimed at resolving verbally abusive and non-compliance incidents with students effectively and safely.

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Post-Test

Participants are provided with a final exam covering the combined information that was instructed upon during the training period. Participants are expected to PASS the final exam as a requirement for graduation.

DCS Overview

Participants are educated in the overall abilities, divisions, and responsibilities of the Department of Children's Services.

***SPECIALTY TRAINING SCHEDULES
AND COURSE SYLLABUS***

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Sergeant's Academy Week 1 Schedule -15-16

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 9:30		Class Expectations & Protocol	1.0		
	9:30 - 11:30		Introductory Presentations	2.0		
	11:30 - 12:30		Lunch			
	12:30 - 2:30		Role Determination & Role Modeling	2.0		
	2:30 - 4:30		Physical Fitness Introduction & Education	2.0		
	4:30 - 5:00		Daily Performance Assessment	.5		
TUESDAY = 9.0	5:00 - 6:00		Dinner			
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45		Physical Fitness	1.0		
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Preparation			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 11:30		Unit Cohesion	3.0		
	11:30 - 12:30		Lunch			
	12:30 - 2:30		Effective Communication	2.0		
WEDNESDAY = 9.0	2:30 - 4:30		Report Proofing	2.0		
	4:30 - 5:00		Daily Performance Assessment	.5		
	5:00 - 6:00		Dinner			
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45		Physical Fitness	1.0		
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Preparation			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 11:30		Time Management	3.0		
THURSDAY = 9.0	11:30 - 12:30		Lunch			
	12:30 - 4:30		Emergency Response Scenarios	4.0		
	4:30 - 5:00		Daily Performance Assessment	.5		
	5:00 - 6:00		Dinner			
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45		Physical Fitness	1.0		
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Preparation			
	8:00 - 8:30		Uniform Inspection	.5		
FRIDAY = 5.0	8:30 - 11:30		Roster Management	3.0		
	11:30 - 12:30		Lunch			
	12:30 - 4:30		Crime Scene Preservation	4.0		
	4:30 - 5:00		Daily Performance Assessment	.5		
	5:00 - 6:00		Dinner			
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45		Physical Fitness	1.0		
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Prep.			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 11:00		Command Presence	2.5		
	11:00 - 12:00		Week One Assessment	1.0		

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Sergeant's Academy Week 2 Schedule – 15-16

MONDAY = 9.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45		Physical Fitness	1.0		
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Preparation			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 11:30		Grievance Resolution	3.0		
	11:30 - 12:30		Lunch			
	12:30 - 4:30		Use of Force (Advanced Restraint Techniques)	4.0		
	4:30 - 5:00		Daily Performance Assessment	.5		
TUESDAY = 9.0	5:00 - 6:00		Supper			
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45		Physical Fitness	1.0		
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Preparation			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 11:30		Conflict Resolution	3.0		
	11:30 - 12:30		Lunch			
	12:30 - 2:30		Employee Mediation	2.0		
WEDNESDAY = 9.0	2:30 - 4:30		Employee Discipline	2.0		
	4:30 - 5:00		Daily Performance Assessment	.5		
	5:00 - 6:00		Supper			
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45		Physical Fitness	1.0		
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Preparation			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 11:30		Participant Presentations	3.0		
THURSDAY = 9.0	11:30 - 12:30		Lunch			
	12:30 - 5:00		Participant Presentations	4.5		
	5:00 - 6:00		Supper			
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45		Physical Fitness	1.0		
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Preparation			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 11:30		Leading by Example	3.0		
FRIDAY = 4.0	11:30 - 12:30		Lunch			
	12:30 - 3:00		Participative Leadership & Delegation	2.5		
	3:00 - 4:00		Comprehensive Exam	1.0		
	4:00 - 5:00		Final Assessment	1.0		
	5:00 - 6:00		Supper			
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Preparation			
	8:00 - 8:30		Uniform Inspection	.5		
FRIDAY = 4.0	8:30 - 9:00		Course Evaluation	.5		
	9:00 - 11:00		One Mission! One Message! One Team!	2.0		
	11:00 - 12:00		Graduation	1.0		

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SERGEANT'S ACADEMY SYLLABUS – WEEK 1

Uniform Inspection

Participants will learn the proper methods and standards for service uniform wear/appropriate business attire. Participants will wear uniforms/business attire and will be inspected daily ensuring statewide adherence to department policy. Participants will also be given the opportunity to inspect others. (Command Skills, Motivating Others, Composure)

Class Expectations and Protocols

Participants will receive an explanation of the reasoning and methodology behind the Sergeant's Academy and an understanding of the expectations of the participant during the Academy. (Problem Solving, Process Management, Written Communications, Motivating Others, Managing Diversity)

Introductory Presentations

Participants will create individual biographies and introduce themselves to the class. (Written Communications, Planning, Composure)

Role Determination & Role Modeling

Participants will be instructed on the proper roles of Corporals, Sergeants, Lieutenants, Captains, Probation/Parole Officer 3 and Probation/Parole Managers. Participants will also learn the characteristics and traits of role models and the positive benefits from developing personnel through role models. (Command Skills)

Physical Fitness

This is the fitness portion of the Sergeant's Academy and will consist of two phases: Education and Daily Physical Fitness Training. The first phase, education, involves classroom training on physical fitness education and the importance of physical fitness for command presence and overall health. The second phase is four courses of actual physical training that include Cardio Respiratory, Muscle Strength Endurance, Flexibility, and Cross Fitness. (Motivating Others, Command Skills, Composure, Planning)

Daily Performance Assessment

Daily assessments of each participant's performance will be by instructors in order to determine further participation in the Academy.

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Unit Cohesion

Participants will be provided a design for the creation and facilitation of a teambuilding environment. Participants will be encouraged to be an effective part in our team. (Timely Decision Making, Written Communications, Drive for Results, Process Management)

Communicating the WRITE Way

Participants will be given proper etiquette for on-line communication (e-mails, memos, notes, etc.). Participants will learn the basics of writing and communicating professionally in an office format. (Written Communications, Planning, Process Management)

Report Proofing

Demonstration will be given on how to properly construct and proofread a report. (Written Communications, Timely Decision Making)

Time Management

Participants will receive instruction in how to manage time effectively for a more productive work environment. Included is the importance of organization and prioritization of tasks/projects. (Timely Decision Making, Written Communications, Process Management, Planning, Drive for Results)

Emergency Response Scenarios

Participants will be given instruction on the supervisory roles in response to a workplace emergency. Participants will be involved in practice scenarios demonstrating their understanding of the course material. (Planning, Timely Decision Making, Composure, Process Management, Problem Solving, Command Skills)

Roster/Personnel Management

Participants will receive instruction on managing personnel resources. Upon completion of the course, supervisors and managers will be familiar with creating and maintaining workplace rosters/schedules. (Planning, Motivating Others, Written Communications, Process Management, Problem Solving, Timely Decision Making)

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Crime Scene Preservation

The Office of Investigation and Compliance will instruct participants on a supervisor's or management's role at a crime scene to preserve and protect evidence. Participants will understand the protection, handling, chain-of-custody, and securing of evidence practices according to policy. (Command Skills, Composure, Written Communications)

Command Presence

Participants will learn the importance of supervisors and managers presenting a command presence among staff and inmates. Participants will understand the requirement and benefit of supervisors and managers in presenting a professional appearance; professional attitude; and professional speech. (Command Skills, Composure, Motivating Others, Drive for Results)

Week One Assessment

Participants are evaluated at the conclusion of week one and are assessed by instructors. Performance is measured and evaluated for participants to continue in the Sergeant's Academy based upon the assessment scores.

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SERGEANT'S ACADEMY SYLLABUS – WEEK 2

Grievance Resolution

Participants will be given instruction regarding supervisor responsibility in inmate/probationer grievance resolution. The purpose of the course is to inform the participants in methods of dealing with grievances to better resolve the inmate issues or differences at the lowest level possible. (Problem Solving, Written Communications, Timely Decision Making)

Use of Force (Advanced Restraint Techniques)

Participants will be familiarized or re-familiarized with the policies in regard to the utilization of force and restraining persons. The participants will revisit and demonstrate restraint techniques and also learn advanced restraint techniques. (Command Skills, Composure)

Conflict Resolution

Participants will receive instruction in problem-solving and pro-active resolutions of conflict among staff members by supervisors and managers. (Motivating Others, Managing Diversity, Problem Solving, Process Management)

Employee Mediation

Participants will gain an understanding of the mediation process that is available to all employees, the steps to take for mediation and the problems that may occur. (Written Communications, Problem solving, Process Management, Managing Diversity, Drive for Results)

Employee Discipline

Participants will become familiar with the employee Disciplinary process and the proper corrective actions to take in issuing disciplinary action. The participants will be instructed in the reasoning, process, and various types of discipline an employee can receive. (Planning, Process Management, Command Skills, Drive for Results, Written Communications, Managing Diversity, Motivating Others, Composure)

Participant Presentations

Participants will prepare and present a 15 minute class presentation to their peers for mentoring and instructor building quality. This presentation will assist the participant in communication, command presence, and writing skills. (Written Communications, Command Skills, Composure, Motivating Others)

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Leading By Example

Participants will receive instruction in the importance of leading by positive example and exhibiting the overall image of a leader. Participants will learn the qualities and traits in order to possess and project the leadership image. (Command Skills, Composure, Written Communications, Drive for Results)

Participative Leadership and Delegation

Participant will be educated on the proper delegation of responsibilities and tasks in a professional and guiding manner. (Command Skills, Composure, Written Communications, Drive for Results, Process Management, Planning)

Comprehensive Examination

Participants will be required to demonstrate their proficiency and knowledge of courses attended. This final assessment must be passed with a minimum score accumulative of 80% or more for successful graduation from the prestigious Sergeant's Academy. (Composure, Written Communications, Command Skills)

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Guest speakers will be invited to give motivational speeches designed to encourage participants to utilize the opportunities and course materials from the Sergeant's Academy to benefit themselves and the department.

Graduation

The participants that successfully complete all training courses will attend the graduation of the Sergeant's Academy.

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Training for Trainers' Training Program Schedule – FY 15-16

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Orientation	1.0		
	9:00 - 10:00		Introduction – Icebreakers	1.0		
	10:00 - 12:00		Roles and Responsibilities	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Instructor Etiquette	2.0		
	3:00 - 5:00		Communication, Prof. & Command Presence	2.0		
TUESDAY = 8.0	5:00 - 6:00		Dinner			
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Presentation Skills-Exercise (Classroom)	2.0		
	10:00 - 12:00		Presentation Skills – Exercise (Practicum)	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Presentation Skills – Exercise (Practicum)	4.0		
WEDNESDAY = 10.0	5:00 - 6:00		Dinner			
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Knowing Your Audience – Adult Learning Theory	2.0		
	10:00 - 12:00		Training Aids	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Creating a Lesson Plan	2.0		
	3:00 - 5:00		Team Building	2.0		
THURSDAY = 10.0	5:00 - 6:00		Dinner			
	6:00 - 8:00		Conflict Resolution	2.0		
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Lesson Plan Development	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Lesson Plan Development	4.0		
FRIDAY = 4.0	5:00 - 6:00		Dinner			
	6:00 - 8:00		Lesson Plan Development	2.0		
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Presentations	4.0		

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TRAINING FOR TRAINERS SYLLABUS

Orientation

Participants are welcome to the training environment and are acclimated to the Academy campus, advised of Academy Rules and Regulations, and are provided with the academic program overview/expectations.

Introduction-Icebreakers

When one is learning to Instruct or facilitate a classroom, you have to learn how to start the learning process. Participants are instructed in how to introduce the classroom material and also how to integrate icebreakers into the learning environment.

Roles and Responsibilities

In this program participants are learning how to instruct and facilitate a classroom. Participants are instructed about their roles and responsibilities as instructors.

Instructor Etiquette

Participants are instructed in instructor etiquette will allow the class participants to see the instructor as a professional and will create a successful learning environment. Whether you are a novice or an experienced instructor, it is always helpful to review instructor etiquette, which is exactly what will take place during this class.

Command Presence

This course is designed to examine what it takes to communicate well in a correctional setting. Good communication is absolutely essential. We must be able to communicate with other staff and inmates as well as the public in order to complete our mission. We will also discuss the role professionalism and being a good role model plays in our day to day work. Last, but certainly not least, we will discuss the importance of maintaining a “command presence”.

Presentation Skills-Exercise

Participants learn how to prepare for a presentation, the guidelines of delivery, effective presentation, and handling disruptive behavior. Participants will also participate in practicum exercise to demonstrate their ability to present material.

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Knowing Your Audience-Adult Learning Theory

Participants are familiarized with the different ways people learn. The way one individual learns can be different than the next. As an Instructor you have to be able to adapt to their learning behavior. In this section participants learn about The Adult Learning Theory.

Training Aids

This course is designed to learn the best guidelines for each of the mentioned training aids. As you know, an effective presentation includes materials that support the content. Such materials include power point, handouts, a flipchart, overheads, videos, or chalkboard /whiteboard. Training aids should be helpful to the instructor, not used as a crutch and not to provide text for the instructor to read. With so many different features and options, especially with power point, we have to remind ourselves of the old adage: "Just because you can, doesn't mean you should."

Creating a Lesson Plan

This class includes instruction on the purposes, requirements and steps to creating a lesson plan so that each participant will have the knowledge to help write a lesson plan during the Lesson Plan Development Class Project.

Team Building

Participants are provided the foundational framework for the creation and facilitation of teambuilding environments. The participants are given exercises and are encouraged to use the strategies in the course to successfully meet the objectives of the exercises as a team.

Conflict Resolution

Conflict is a fact of life in both personal and professional arenas. Managing conflict in the workplace is extremely important to create a safe working environment, both mentally and physically, and to sustain productivity. This class will address six different sources of conflict and suggest self-assessment tools that can help managers understand their response to conflict.

Lesson Plan Development

Participants are required to create lesson plans and PowerPoints for the practical experience of the Lesson Plan Development Class Project.

Presentations

Participants will present the final creations of lesson plans and PowerPoints. During this period, instructors will critique and evaluate for the participants' learning.

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Academy Adjunct Instructor Training Program FY 2015-2016

The purpose of this overview is to provide a brief understanding of the Academy Adjunct Instructor Training Program Curriculum for the Department of Correction.

The program consists of an application with resume process of selection to determine the pre-existing qualifications of a participant to instruct classes. Participants should be able to instruct any material within a lesson plan, however, the participant's general expertise in certain areas will afford them the opportunity to be an Academy Adjunct Instructor with a concentration on specific experience.

Interested staff may obtain an application from the Training Department at the Tennessee Correction Academy and will submit a resume along with the application to the Director of Training at the Tennessee Correction Academy for consideration of selection to become an Adjunct Instructor in general curriculum approved by the Tennessee Correction Academy. General curriculum shall be defined as curriculum not requiring additional or specific expert knowledge or certification to instruct. Examples of the general curriculum would include basic in-service curriculum; leadership or supervisory classes; basic correctional/field service/children's service officer training curriculum; etc...

Participants interested in becoming an Adjunct Instructor in specialized curriculum approved by the Tennessee Correction Academy must receive the specialized instructor certification from the academy or an authorized vendor and any additional adjunct specific training to receive certification to instruct the specialized program as an Adjunct Instructor for the specific specialized program qualified to instruct. Examples of specialized curriculum would include Firearms Instructor; SABRE Chemical Agent instructor; ASP instructor; Less Than Lethal Weapons Instructor; Defensive Tactic Instructor; etc...

Interested staff must complete the one week Train the Trainer (T4T) Program and then return to complete evaluative sessions instructing with instructors and solo at the Tennessee Correction Academy in a variety of classrooms with actual students under the supervision of the academy instructors and/or management assigned to evaluate. Successful completion of this program will result in final certification as an Academy Adjunct Instructor. The courses include:

Shadow/Review LP & PPT

Participants will be shadowing a Correction Academy Instructor I to be mentored as an instructor. The expectations are provided and participants are given an agenda of the week's schedule. Participants are provided Lesson Plans and PowerPoints to review and be familiarized with for use in teaching during the evaluation process. A brief one on one mentoring period will be conducted at the end of the training day.

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Team Instruction

Participants will begin instructing with a Correction Academy Instructor I as a team and will be observed by the instructor to ensure they are able to accurately teach the material in the lesson plan and maintain professionalism throughout the classes assigned. Participants are encouraged to ask questions of the instructor while preparing for their solo instruction time. A brief one on one mentoring period will be conducted at the end of the training day.

Team/Solo Instruction

Participants experiencing some discomfort or difficulty in team instruction will continue in team instruction until the participant is evaluated with the ability to instruct solo. Participants ready to instruct solo proceed to instruct alone with the Correction Academy Instructor I shadowing the participant and assisting where needed. A brief one on one mentoring period will be conducted at the end of the training day.

Solo Instruction

Participants instruct solo with the Academy Instructor I and/or management team shadowing the participant and assisting where needed. During this period, the participant is observed to gather information for the final evaluation summary. Participants should be able to manage time effectively, instruct the lesson plan material correctly, maintain control of the classroom, be energetic, be positive, and answer questions correctly and truthfully. A brief one on one mentoring period will be conducted at the end of the training day.

Final Evaluation Summary

Participants receive feedback regarding their teaching opportunities at the Tennessee Correction Academy. Academy management and staff will review the observations made by various Instructors. Participants will continue this process until successful completion of this program which will result in final certification as an Academy Adjunct Instructor.

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Basic Managerial Development Training Schedule FY 15 - 16

MONDAY = 10.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Orientation/Overview	1.0		
	9:00 - 11:00		Fundamentals of Management	2.0		
	11:00 - 12:00		Lunch			
	12:00 - 1:00		Organizational Management	1.0		
	1:00 - 3:00		Professional Communication	2.0		
	3:00 - 5:00		Measuring Performance	2.0		
	5:15 - 6:15		Dinner			
TUESDAY = 6.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Human Resource Management	1.0		
	9:00 - 11:00		Decision Making and Problem Solving	2.0		
	11:00 - 12:00		Lunch			
	12:00 - 2:00		Team Building	2.0		
	2:00 - 3:00		Managerial Legal Issues	1.0		
	3:00 - 4:00		Organizational Change and the Future	1.0		
	4:00 - 5:00		Closing Remarks/Graduation	1.0		

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BASIC MANAGERIAL DEVELOPMENT TRAINING SYLLABUS

Orientation/Overview

Participants provide a brief oral biography of the individual participant. The participants are provided a brief overview of the Basic Management Development Program.

Fundamentals of Management

Participants are educated in the fundamental elements of leadership. Participants examine the styles of leadership; types of leadership; command presence; total quality management; and use of power.

Professional Communication

Participants are educated on the proper etiquette for on-line, written, and verbal communication (e-mails, memos, notes, etc.) to communicate effectively as a team member. Participants will learn the basics of writing and speaking professionally in an office format within the workplace environment.

Human Resource Management

Participants are provided with a working knowledge of the Human Resource areas of management. Topics discussed include employee leave and overtime law, employee rights, and the various employee employment issues.

Decision Making and Problem Solving

Participants examine the fundamentals to effective decision making and problem solving skills. Participants are encouraged to practice problem-solving strategies and relate as an effective team.

Team Building

Participants are provided the foundational framework for the creation and facilitation of teambuilding environments. The participants are given exercises and are encouraged to use the strategies in the course to successfully meet the objectives of the exercises as a team.

Organizational Management

Participants are provided a brief overview of organizational management and the importance of organization upon the organization. Topics covered include the organizational structure and the chain of command with a brief overview of groups and subgroups becoming teams.

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Measuring Performance

Participants are educated on the proper evaluation methods for subordinates within the organization. Concepts of evaluating employees are discussed and encouraged for successful evaluation processes.

Managerial Legal Issues

Participants will be instructed in legal issues that affect leadership. Included is information about criminal liabilities, civil liabilities, and use of force concerns.

Organizational Change and the Future

Participants are provided a brief overview of the vision, goals, and objectives of the Tennessee Department of Correction and the future of the department. Participants determine personal and professional goals for future development and examine their potential future.

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New Supervisor Training Schedule FY 15-16

MONDAY = 9.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Welcome/Course Introduction	1.0		
	9:00 - 11:00		Supervisor Roles and Responsibilities	2.0		
	11:00 - 12:00		Americans with Disabilities Act	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Respectful Workplace	4.0		
	5:00 - 6:00		Dinner			
	6:00 - 7:00		Employee Assistance Program	1.0		
TUESDAY = 10.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Performance Coaching	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		SMART Training	2.0		
	3:00 - 5:00		Effective Communication	2.0		
	5:00 - 6:00		Dinner			
	6:00 - 8:00		Conflict Resolution	2.0		
WEDNESDAY = 9.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Competency and Behavior Based Interviewing (C.A.B.B.I.)	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Problem Solving/Decision Making	2.0		
	3:00 - 5:00		Time Management	2.0		
	5:00 - 6:00		Dinner			
THURSDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:00		Drug-Free Workplace for Supervisors	3.0		
	11:00 - 12:00		Teams and Groups (Part 1)	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Teams and Groups (Part 2)	2.0		
	3:00 - 5:00		Getting Effective Information	2.0		
	5:00 - 6:00		Dinner			
FRIDAY = 4.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Making the Transition	1.0		
	9:00 - 11:00		Preparing to Supervise/Action Plans	2.0		
	11:00 - 12:00		Evaluations/Graduation	1.0		

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NEW SUPERVISOR TRAINING SYLLABUS

Welcome/Course Introduction

The goal of this course is to allow participants to envision themselves as successful supervisors and be empowered to succeed by giving them the tools and skills required. Participants will be introduced to the course and each other and class expectations.

Supervisor Roles and Responsibilities

This module is designed to examine effective ways for the new supervisor to transition from line staff to supervisor. People new supervisors previously worked with may not be sure how to interact with them. This course provides the skills to go from being “self-oriented” to being “other oriented”.

Americans With Disability Act

This course is designed to provide the participant with an understanding of the American’s With Disabilities Act and its applications in and impact on the work place.

Respectful Workplace

This course is designed to thoroughly examine “Employee Sexual Misconduct, Sexual Harassment, and Workplace Harassment.” Through a combination of discussion and group activities, we will identify the “protected classes” covered in this policy. We will review Department of Human Resources (DOHR) definition of workplace harassment and retaliation, and analyze examples of workplace harassment. It is only through a complete and shared understanding of these issues, that we can create a productive workplace free of harassment, hostility and retaliation.

Employee Assistance Program

This course is designed to familiarize the trainees with the services offered by the Employee Assistance Program and the ways to access them. This program is available free to state employees. The class will address and discuss the kinds of problems/issues the EAP is designed to address.

Performance Coaching

Participants are given skills to utilize when receiving or giving feedback, receiving or giving constructive criticism and how to encourage staff to improve their own work habits.

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SMART Training

Participants are provided the SMART evaluation model and are educated on the proper format for job plans, interim plans, and evaluation methods for subordinates within the organization. Concepts of evaluating employees are discussed and encouraged for successful evaluation processes.

Effective Communication

Communication styles are one of the more powerful ways that we, as individuals or groups, project our cultural heritage, our preferences and our values. They are also the sources of most of our misunderstandings, confusion and misconceptions. Supervisors must develop a sensitivity and awareness to the many ways communications may come to them and be vigilant regarding their biases and own cultural filters.

Conflict Resolution

Because people's rational responses are usually short-circuited by the stress of the moment, behavior in complex interpersonal and intergroup confrontations is difficult—if not impossible—to predict. Accepting suggestions for handling conflict before increasing personal awareness and self-knowledge is like buying mail-order clothes. The more one learns about how he or she might react, the greater chance of selecting an appropriate course of action.

Competency and Behavior Based Interviewing (CABBI)

During this workshop you will learn why using competency behavioral based questions is best practice. You will learn how to write and use such questions for interviewing applicants for job positions within your agency. In addition, you will learn how to make certain that such interview questions are legally acceptable to use during an interview. This is an experiential based training that allows participants to practice incorporating the concepts and receive feedback.

Problem Solving/Decision Making

This course is designed to provide effective processes for critical thinking and decision making techniques. A large part of supervision is problem solving. Supervisors have to learn to see things from many different perspectives: our own, our staff, the organization and the public.

Time Management

This class introduces field services officers to the essential time management tools needed to do long range planning and handle day to day projects and assignments.

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Professional Ethics

This course will offer insights on maintaining integrity in the workplace by establishing ethical standards to serve as anchors to keep us from drifting away from what is right. Ethical anchors are those principles that go beyond simply what is right and wrong and is designed to make the participant realize that their actions affect the way their followers make ethical decisions.

Drug Free Workplace For Supervisors

Supervisors are to receive the basic “Drug Free Workplace” during CORE training. This course provides additional information for supervisors since they are charged with determining **reasonable suspicion**. Managers and Supervisors need additional information delineating their expanded role in establishing and maintaining a drug-free workplace.

Teams and Groups

As a line supervisor you very seldom have the luxury of hand selecting your team of employees, rather, they are usually assigned to you as an existing fixture of a post you will now be supervising. With this in mind, the focus of this module of instruction is geared toward giving you tools to effectively develop existing unit of employees into teams.

Getting Effective Information

In this module, the participant will learn some powerful language skills to help them become more masterful in getting the information you need. As a supervisor, the ability to get and give information is vital to the success of your job.

Making The Transition

This course will identify the common problems associated with making the transition from subordinate line staff to supervisor. Additionally it will arm the new supervisor with skills and methods for making this change with positive results

Preparing to Supervise/Action Plans

Through guided discussion and a structured activity, this course allows the newly appointed supervisor to develop an action plan to assist them in their future supervision and leadership roles

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Firearms Instructor Training Program Schedule – FY 15-16

MONDAY = 10.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 8:15		Orientation	.25		
	8:15 - 9:00		Course Introduction	.75		
	9:00 - 11:00		Qualification Course	2.0		
	11:00 - 12:00		Policy Review	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:00		The Line Instructor	1.0		
	2:00 - 3:00		Fundamentals of Shooting	1.0		
	3:00 - 4:00		Common Shooting Errors	1.0		
	4:00 - 5:00		The Problem Shooter	1.0		
	5:00 - 6:00		Supper			
TUESDAY = 9.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Range Officer Practicum	.0		
	12:00 - 1:00		Lunch			
	1:00 - 4:30		Range Officer Practicum	2.5		
	4:30 - 5:00		Presentation Assignments	.5		
	5:00 - 6:00		Supper			
WEDNESDAY = 8.0	6:00 - 7:00		Presentation Preparation	1.0		
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Revolver Lesson Plan	2.0		
	10:00 - 12:00		Revolver Practicum	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Rifle Lesson Plan	2.0		
THURSDAY = 10.0	3:00 - 5:00		Rifle Practicum	2.0		
	5:00 - 6:00		Supper			
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Shotgun Lesson Plan	2.0		
	10:00 - 12:00		Shotgun Practicum	2.0		
	12:00 - 1:00		Lunch			
FRIDAY = 3.0	1:00 - 5:00		Range Practicum	4.0		
	5:00 - 6:00		Supper			
	6:00 - 8:00		Range Practicum	2.0		
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Instructor Presentations	2.0		
	10:00 - 11:00		Course Summary/Evaluations	1.0		

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FIREARMS INSTRUCTOR TRAINING SYLLABUS

Orientation/Course Introduction

Participants will be given an overview of the course, the participant workbook and the expectations for the class.

Qualification Course

Participants will complete the Standard Qualification Course and must obtain a score of 90% with all weapons to be eligible to continue the program.

Policy Review

Participants will complete an in-depth review of TDOC Policy 506.08, The Use of Force/Use of Weapons for Deadly Force and its' requirements.

The Line Instructor

This course is designed to provide the participant with information regarding range safety, instructional techniques, and firing line interaction, training aids, firing line checklists, clearing the line and scoring the targets.

Fundamentals of Shooting

This course will provide the participant with the foundation of good shooting to include consistent ammunition performance, consistent weapon, performance, and consistent shooter performance. Other topics discussed are target shooting vs. combat shooting, the balance between speed and accuracy, stance, grip, sight alignment, sight picture, respiration, trigger control and follow through.

Common Shooting Errors

The shooter must consistently and correctly apply the fundamentals of shooting to every shot fired. When the shooter performs poorly, the firearms instructor must observe, detect, explain and correct errors in shooting. This course is designed to provide the participant with the most common shooting errors and suggestions for correction.

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The Problem Shooter

The majority of the instruction time will be spent with the problem or struggling shooter. This can be both rewarding and frustrating. It is important for both to maintain a positive attitude. The success of any instructor is measured by the success of the shooter. This course will provide the skills to diagnose and correct shooting problems.

The Mechanics of Vision

This course provides a basic understanding of anatomy and physiology of the eye and how vision affects shooting. Common vision problems are discussed along with issues when shooting in diminished light and monocular vs. binocular vision.

Target Analysis

When observing, detecting, explaining and correcting marksmanship errors, the target can be used as a valuable source of clues. This course will provide the participant with information on how to analyze the target and assess possible causes of shooting errors.

Range Officer Practicum

Participants will observe experienced range officers directing range activities .

Presentation Preparation

Participants will be assigned lesson plans to instruct and will prepare their instruction method during this time period.

Revolver, Rifle and Shotgun Lesson Plan

Participants will be presented the lesson plans for the revolver, rifle and shotgun that details the nomenclature, safety issues, ammunition issues, etc.

Revolver, Rifle and Shotgun Practicum

Participants will participate in a qualification course utilizing each weapon with the other participants.

Range Practicum

Participants will each have an opportunity to conduct a live-fire exercise as the range commander.

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Instructor Presentations

Participants will present the lesson plans they were assigned to present and will be evaluated by the instructor as to their presentation skills and accuracy.

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Incident Command System Training Program Schedule FY 15-16

3:30 MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 8:15		Orientation	.25		
	8:15 - 9:30		Introduction to Incident Command	1.25		
	9:30 - 11:00		Elements Of Command	1.5		
	11:00 - 12:00		Incident Objectives & Levels of Command	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:30		Incident Objectives & Levels of Command (cont.)	1.5		
	2:30 - 3:30		Exercise Components	1.0		
	3:30 - 5:00		ICS Scenarios	1.5		
	5:00 - 6:00		Dinner			
TUESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		ICS Scenarios	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		ICS Scenarios	4.0		
	5:00 - 6:00		Dinner			
WEDNESDAY = 4.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:45		ICS Scenarios	3.75		
	11:45 - 12:00		Training Design/Evaluations	.25		

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INCIDENT COMMAND SYSTEM TRAINING SYLLABUS

Orientation

Participants are welcome to the training environment and are acclimated to the Academy campus, advised of Academy Rules and Regulations, and are provided with the academic program overview/expectations.

Introduction to Incident Command: Module #1

This lesson plan introduces TINCOM - Tennessee Incident Command for Corrections and provides participants with a fundamental understanding of line level response to emergencies in an institutional setting.

Elements of Command: Module #2

This lesson plan provides line level supervisors with a fundamental understanding of line level response to emergencies in an institutional setting. Participants will be able to effectively use the elements of command.

Incident Objectives & Levels of Command: Module #3

In this section we will begin talking about the individual functions that are performed during ICS and the responsibilities of those functions. Objectives of the mission within the levels of the command structure are also covered.

Exercise Components: Module #4

This lesson plan introduces the proper method of creating and conducting simulations consistent with the Incident Command System for Corrections that are safe and minimally disruptive to the operation. Participants will be able to design and conduct a basic simulation as a training exercise.

ICS Scenarios

This lesson plan introduces the basic practicum portion of the Incident Command System for Corrections course. This module will cover a period of instruction of one and half days and allow participants to engage in controlled ICS environments to include but not limited to fixed command post, mobile command post, unified command system, etc.

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Training Design/Evaluations

The purpose of this period is to review and obtain a summative evaluation from the students of the training program. These evaluations will be considered in redesigning the program to provide quality education.

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Institutional Field Training Officer Program Schedule FY 15 - 16

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 8:15		Orientation	.25		
	8:15 - 9:00		Program Overview	.75		
	9:00 - 12:00		IFTO & FTO Basics	3.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:00		FTO Program Characteristics	1.0		
	2:00 - 4:00		Learning Styles	2.0		
	4:00 - 5:00		Teach-Back Assignments	1.0		
	5:00 - 6:00		Supper			
TUESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Module Checklist	2.0		
	10:00 - 12:00		Writing Module Checklists	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 4:30		IFTO Presentations	3.5		
	4:30 - 5:00		Evaluations/Graduation	.5		

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INSTITUTIONAL FIELD TRAINING OFFICER TRAINING SYLLABUS

Program Overview

This module will give the participants an overall description of the Field Training Officer program and what will be expected of them during the course.

IFTO and FTO Basics

This module will focus on the duties of the supervising Institutional Field Training Officer and non-supervisory Field Training Officers as it relates to the new employees to the facility. This course also discusses the qualities that should be looked for when selecting the Field Training Officers.

FTO Program Characteristics

This module will discuss the benefits of performance based training, completion of the various checklists, the evaluation process and follow-up after the two-week OJT.

Learning Styles

Each IFTO needs to be familiar with the different ways people learn. The way one individual learns can be different than the next. As an IFTO you have to be able to adapt to their learning behavior.

Teach-Back Assignments

The instructor will assign components of the Field Training Officer lesson plan that each participant will be responsible for presenting.

Module Performance Checklist

During the OJT process, there will be certain skill in which the new correctional officer will be required to demonstrate proficiency. This course will examine the checklists and what information needs to go on the checklist to obtain the objective desired

Writing Module Performance Checklists

During this class, participants will write checklists that will be evaluated to see if the step-by-step instructions listed on the checklist will obtain the stated objective.

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IFTO Presentations

The participants will present their assigned portion of the FTO training lesson plan and the instructor will evaluate their presentation ability.

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Community Supervision Officer Use of Force Training – Week 1 Schedule FY 15-16

MONDAY = 8.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 8:30		Orientation	.5		
	8:30 - 11:30		MMPI	3.0		
	11:30 - 12:30		Lunch			
	12:30 - 2:30		Verbal Self-Defense	2.0		
	2:30 - 5:30		Effective Offender Home Searches	3.0		
	5:30 - 6:30		Dinner			
TUESDAY = 8.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:30		Personal Searches	1.5		
	9:30 - 11:30		Introduction to Self Defense- Introduction, Proper Stance, Knee Strikes & Elbow Strikes	2.0		
	11:30 - 12:30		Lunch			
	12:30 - 2:30		Defensive Tactics – Defense Against Punches & Chokes, Body Locks & Proper Falling	2.0		
	2:30 - 5:30		Chemical Agents	3.0		
	5:30 - 6:30		Dinner			
WEDNESDAY = 9.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Defensive Tactics – Escort Position & rear Takedown with Cuffing	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Defensive Tactics – Defense Against Edged & Blunt Objects with Handcuffing	3.0		
	3:00 - 5:00		Sudden-In-Custody Death Syndrome	2.0		
	5:00 - 6:00		Dinner			
THURSDAY = 8.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:30		Defensive Tactics – Wrist Locks & Joint Manipulation	3.5		
	11:30 - 12:30		Lunch			
	12:30 - 2:30		Weapons Retention	2.0		
	2:30 - 5:30		ASP Baton	3.0		
	5:30 - 6:30		Dinner			
FRIDAY = 3.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Situational Awareness	2.0		
	10:00 - 11:00		Defensive Tactics Review	1.0		

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Community Supervision Officer Use of Force Training – Week 2 Schedule FY 15-16

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 8:15		Orientation	.25		
	8:15 - 9:00		Course Introduction	.75		
	9:00 - 11:00		Pistol Familiarization Lab	2.0		
	11:00 - 12:00		Lunch			
	12:00 - 3:30		Pistol Familiarization Lab	3.5		
	3:30 - 5:00		Shooting Principles Lab	1.5		
	5:00 - 6:00		Dinner			
TUESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Familiarization Practicum	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Shooting Drills	4.0		
	5:00 - 6:00		Dinner			
WEDNESDAY = 8.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Live Fire Drills	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Stoppage Reduction Drills	4.5		
	5:30 - 6:30		Dinner			
THURSDAY = 9.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:30		Qualification Practice	1.5		
	9:30 - 12:00		Qualification	2.5		
	12:00 - 1:00		Lunch			
	1:00 - 2:30		Qualification	1.5		
	2:30 - 4:30		Liability	2.0		
	4:30 - 5:30		Dinner			
	5:30 - 7:00		Constitutional Law	1.5		
FRIDAY = 3.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Liability	2.0		
	10:00 - 11:30		Graduation	1.5		

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COMMUNITY SUPERVISION OFFICER USE OF FORCE TRAINING SYLLABUS – WEEK 1

Orientation

Participants are welcome to the training environment and are acclimated to the Academy campus, advised of Academy Rules and Regulations, and are provided with the academic program overview/expectations.

MMPI or Contact Notes / Contact Codes

Participants are administered a written examination and are assessed by a certified professional in psychology to determine the psychological fitness in order to carry a firearm.

In the event that community supervision officers are required to complete the MMPI testing prior to attending the training, the class curriculum of reviewing the manner of writing contact notes and entering contact codes will be discussed.

Verbal Self-Defense

This course is based on the concepts presented in Verbal Judo. Most confrontations with offenders are verbal and if handled properly by the officer (or other staff) are not likely to escalate into a physical attack. The problem is that we as correctional employees often let our ego, our biases, or personal feelings determine how we respond to a situation. These types of responses are not only unprofessional; they are likely to result in making the situation worse, even resulting in a physical attack. When we resort to these types of responses, it may be said (accurately) that the results are “our own fault.” This course will provide the correctional employee with many valuable verbal “do’s and “don’ts” during confrontations with inmates.

Effective Offender Home Searches

Conducting effective offender home searches will be discussed and examined in this course. The student will identify core concepts associated with home searches of probationers and paroles under the supervision of the TN Department of Corrections.

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Personal Searches

The overall safety and security of any correctional facility relies greatly upon the ability and the willingness of the employee to perform a thorough, effective search. During this class, we will take an in-depth look into the body search, the types of body searches, and the proper procedures and performance of these searches. Effective searches are one of the primary defenses against escape and other breaches of institutional security. (Reference Policy # 506.06)

Introduction to Self Defense-Introduction, Proper Stance, Knee Strikes, & Elbow Strikes

This is the first module of self-defense training. During this class the participant will be instructed in techniques to defend themselves, the policy constraints associated with the use of force and the safety rules for self-defense class that are in place to help reduce injuries.

Defensive Tactics – Defense Against Punches & Chokes, Body Locks & Proper Falling

This is the second module of self-defense training. During this class the participant will be instructed in techniques to defend against punches, techniques to properly break their fall if thrown by their attacker and how to escape from a rear choke hold. They will also be trained to escape from various body locks including being attacked from behind with your arms pinned or free. Please remember all the safety rules for self-defense class so that no one gets injured.

Chemical Agents

This course introduces the new correctional officer to the use and effects of aerosol chemical agent through lecture, demonstration and practical application. Upon completion of this course, participants are certified to carry and deploy SABRE RED chemical agents.

Defensive Tactics – Escort Position & Rear Takedown with Cuffing

Participants are taught how to perform escort positions on potential or unruly inmates. If an altercation ensues, the student will know how to safely and effectively restrain the inmate through rear take-downs and advanced cuffing techniques.

Defensive Tactics – Defense Against Edged & Blunt Objects with Handcuffing

Through the use of lecture, demonstration and return demonstration, the participant will be trained to defend themselves against blunt instruments and knife strikes along with follow-up handcuffing techniques.

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Sudden In-Custody Death Syndrome

Correctional Officers have a limited and largely inadequate set of tools to use to safely subdue violent aggressive inmates, according to a recent analysis done by the National Law Enforcement Technology Center about in custody deaths. The Center discovered evidence that unexplained in-custody deaths are caused, more often than is generally known, by a little known phenomenon called positional asphyxia. Correctional Officers need to be aware why these deaths occur and how to prevent them. Through lecture/discussion and video presentation, the instructor will identify the factors found to cause positional asphyxia. Recommendations for assuring offender safety and advisory guidelines for care of offenders will also be provided.

Defensive Tactics –Wrist Locks & Joint Manipulation

In this class the trainee will learn to apply the Kote-Gaeshi and Ikkyo pain compliance techniques to control a non-compliant inmate, followed by applying restraints to the inmate and assisting the inmate to a standing position while safely restrained.

Weapon Retention

This course covers the defensive tactic ability to retain a firearm when someone attempts to take possession from a holster; has taken the weapon from the officer; or has a firearm in close proximity to an officer. The participants are instructed in tactics for self-defense and reduce the opportunity of death or serious bodily injury for the officer or other persons.

ASP Baton

Participants are provided training certifying them in defensive tactics using the ASP Baton. The baton tactics include open and closed modes of use for defensive purposes.

Situational Awareness

This course is designed to explore the various threats present in society whether the officer is at home or at the workplace environment both on and off duty. Participants will share in discussion various situations and opportunities for danger that are present and the solutions or techniques available to reduce the chance for harm to the officer and others.

Defensive Tactics Review

Participants are engaged in a question/answer session while discussing the defensive tactics training completed throughout the week. In addition, a brief summarization of the class material from the classes will be reviewed.

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COMMUNITY SUPERVISION OFFICER USE OF FORCE TRAINING SYLLABUS – WEEK 2

Orientation

Participants are provided with an overview of the program detailing the academy rules and expectations of the participants throughout the program. Participants are provided with an orientation of the Academy campus and services that are present.

Course Introduction

Participants are introduced to the firearms portion of their occupation. Discussed are the fundamentals of firearms training and expectations from the instructors. Safety rules are thoroughly discussed.

Pistol Familiarization Lab

This course covers a familiarization and introduction to pistols, more specifically semi-automatic pistols. During this period, the nomenclature of the firearm is discussed as well as the purpose of each part.

Shooting Principles Lab

This course provides the basic principles to shooting or firing a weapon. Participants practicing these basic principles will work toward success on the range.

Familiarization Practicum

Participants are provided with the opportunity to practice using unloaded pistols drawing from the holster and lining up sights to practice the basic shooting principles.

Shooting Drills

Participants move to the range and begin shooting drills with the firearm. Various exercises are employed to prepare students by focusing on the fundamental shooting skills or practices.

Live Fire Drills

Participants move to the range and begin live fire drills with the firearm. Various exercises are employed to prepare students for the qualification course of fire and defense while carrying the weapon.

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Stoppage Reduction Drills

Participants practice handling problems or malfunctions of the firearm in order to rectify the problem and continue defending oneself.

Qualification Practice

Participants are on the firearms range and begin their practice rounds for the qualification course.

Qualification

Participants are on the firearms range and begin the qualification course. Students are required to complete with a minimum score of 200 out of 250.

Liability

This course examines the legal authority and responsibility imposed upon an officer and the consequences that are present for inappropriate actions as a commissioned officer. Covered topics include but are not limited to civil and criminal laws pertaining to liability concerning the civil rights of citizens.

Constitutional Law

This course will discuss the United States Constitutional Foundations as it relates to law enforcement and Corrections. The Bill of Rights will be discussed with particular attention to the 4th, 5th, 6th, and 8th Amendments. Also, some common laws and the police powers of the Department are discussed to allow the student to gain some connection between theory and how the TDOC and the State of Tennessee must conduct business in relation to the Constitution.

Managing Conflict

Participants are provided the fundamental knowledge in managing conflict between 2 or more parties peacefully. Participants are instructed in managing people and assisting in bringing resolve to chaotic or argumentative scenes.

Graduation

Participants are sworn in as Probation/Parole Officers and are provided cards to verify being Commissioned Law Enforcement Officers by the Commissioner or his/her designee.

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PISTOL TRANSITION COURSE SCHEDULE – FY 15-16

TUESDAY = 6.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	1:00 - 1:15		Orientation	.25		
	1:15 - 2:00		Course Introduction	.75		
	2:00 - 5:30		Pistol Familiarization Lab	3.5		
	5:30 - 6:30		Supper			
	6:30 - 8:00		Shooting Principles Lab	1.5		
WEDNESDAY = 10.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Familiarization Practicum	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Shooting Drills	4.5		
	5:30 - 6:30		Supper			
	6:30 - 8:00		Low Light Shooting	1.5		
THURSDAY = 10.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Live Fire Drills	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Stoppage Reduction Drills	4.5		
	5:30 - 6:30		Supper			
	6:30 - 8:00		Qualification Practice	1.5		
FRIDAY = 6.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:30		Qualification	2.5		
	10:30 - 11:00		Lunch			
	11:00 - 12:30		Qualification	1.5		
	12:30 - 2:30		Certificates/Training Needs/Evaluations	2.0		

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PISTOL TRANSITION COURSE SYLLABUS

Course Introduction

This course is designed to familiarize the shooter with the safe and effective operation of the semi-automatic pistol. The participant must pass a written exam with a score of 75% or more and pass a live fire qualification with a score of 80% or more.

Pistol Familiarization Lab

This course is designed to give each participant in-depth information concerning the design and construction of the semi-automatic pistol as well as the components and safety mechanisms

Shooting Principles Lab

The primary objective for every shooter should be accuracy, consistency, speed and safety. These are the skills that every shooter strives to perfect. In order to achieve this objective a shooter must know and practice the basic fundamentals of shooting each time he or she pulls the trigger.

Familiarization Practicum

During this course the participant will become familiar with the firing stance, grip, trigger management, sight alignment, and loading and unloading the weapon.

Shooting Drills

This class provides the participant with information and practice regarding firing the weapon including the three step draw stroke, alternative shooting platforms, shooting on the move, and engaging multiple targets.

Low Light Shooting

Participants will practice shooting in low light conditions to evaluate the changes in the vision capabilities under these circumstances.

Live Fire Drills

Participants will participate in live fire rounds on the shooting range.

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Stoppage Reduction Drills

The participant will be given instructions in malfunctions that may interrupt the firing cycle and methods to safely clear the weapon.

Qualification Practice

Participants will be given time to practice firing the weapon prior to attempting the official qualification course.

Qualification

Participants will fire a total of 50 rounds during this portion and must attain a score of 80% or more to continue in the program.

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NEW HOSTAGE/CRISIS NEGOTIATOR COURSE SCHEDULE – FY 15-16

MONDAY = 8.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Orientation & Introduction to Negotiation	1.0		
	9:00 - 10:00		Qualities of a Negotiator & Team Responsibilities	1.0		
	10:00 - 10:30		Introduction to ICS	.5		
	10:30 - 11:30		Principles of Negotiation	1.0		
	11:30 - 12:00		Stress in the Hostage Situation	.5		
	12:00 - 1:00		Lunch			
	1:00 - 2:00		Psychology of the Hostage Taker	1.0		
	2:00 - 3:00		Social Media in Negotiations	1.0		
	3:00 - 4:00		Active Listening Skills/Art of Coaching	1.0		
	4:00 - 5:00		Dinner			
	5:00 - 5:30		Use of Institutional Information with Exercise	.5		
	5:30 - 6:30		Suicidal/Multiple Hostage Situations	1.0		
TUESDAY = 8.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Face to Face Lecture	1.0		
	9:00 - 11:00		Face to Face Practical Exercise	2.0		
	11:00 - 12:00		Lunch			
	12:00 - 4:30		Face to Face Practical Exercise	4.5		
	4:30 - 5:30		Dinner			
	5:30 - 6:30		Face to Face Review	1.0		
WEDNESDAY = 9.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 8:30		Command Post Set-Up & Control	.5		
	8:30 - 9:30		Telephone Negotiation Techniques/Charting	1.0		
	9:30 - 10:00		The Role of Tactics	.5		
	10:00 - 11:00		Terrorism and Extremism	1.0		
	11:00 - 12:00		Lunch			
	12:00 - 4:00		Practical Exercises	4.0		
	4:00 - 5:00		Dinner			
	5:00 - 6:00		Practical Exercises	1.0		
	6:00 - 7:00		Negotiation Strategies Exercise (Self Study)	1.0		
THURSDAY = 10.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:00		Practical Exercise	3.0		
	11:00 - 12:00		Lunch			
	12:00 - 4:00		Practical Exercise	4.0		
	4:00 - 5:00		Dinner			
	5:00 - 7:00		Practical Exercise	2.0		
FRIDAY = 4.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:00 - 8:00		Practical Exercise review	1.0		
	8:00 - 9:00		Negotiation Strategies Exercise Review	1.0		
	9:00 - 10:00		Stockholm Syndrome	1.0		
	10:00 - 11:00		Video – Colleen Stan	1.0		
	11:00 - 11:30		Evaluations	.5		
	11:30 - 12:00		Graduation	.5		

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New Hostage/Crisis Negotiator Training Program FY 2015/2016

Orientation & Introduction to Negotiation

This class introduces Hostage/Crisis Negotiation and provides participants with a fundamental understanding how the negotiation process developed and what it means to “negotiate”. It gives a brief overview of the phases of the negotiation process and the basic objectives of a hostage/crisis negotiator. Also covered are the expectations of the program.

Qualities of a Negotiator & Team Responsibilities

This course is designed to show participants the different aspects that are required to be a good negotiator. It will also introduce the team structure and the role of the team during hostage/crisis negotiations.

Introduction to ICS

This course is designed to provide correctional employees with an introduction to the system and information on how TDOC handles emergencies within the TDOC and to expect its utilization during widespread emergencies, especially those involving multiple agencies. It is not intended to provide training for implementation.

Principles of Negotiation

This course is designed to teach the negotiator the basic principles of hostage/crisis negotiation and how to use these principles to enhance your personal creativity, talent for persuasion, alertness and grasp of human psychology. All of these are tools which help ensure a successful resolution to the hostage situation.

Stress in the Hostage Situation

This course is designed to acquaint the negotiator with what stress is, the particular stressors that are present in a hostage situation and provide some direction as to how to handle negative stress situations.

Psychology of the Hostage Taker

This course is designed to give the negotiator some insight into some of the different types of people who take hostages and the special issues involved in negotiating with these individuals.

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Social Media in Negotiations

This course will provide participants with information concerning social media and how it can and has been used during hostage situations. The participant will learn what to look for and how to work with the media outlets.

Active Listening Skills/Art of Coaching

This class will focus on understanding what active listening skills are and how to effectively use these skills to enhance hostage/crisis negotiations. This class also deals with the Art of Coaching as it applies to hostage/crisis negotiation in aiding the primary negotiator.

Use of Institutional Information with Exercise

This course is designed to reinforce to the hostage negotiator the many types of information that is available about a hostage taker and how to utilize this information to make informed decisions.

Suicidal/Multiple Hostage Situations

This course is designed to acquaint the Negotiators with the special issues that arise when dealing with suicidal hostage takers or when there are multiple hostage takers.

Face to Face Lecture

This course is designed to acquaint the negotiator with the face-to-face negotiation process and to provide them with guidelines for personal safety in these situations. At the end of the lecture period, there will be a practical application period where students will practice face-to-face negotiations.

Face to Face Practical Exercise

Participants practice the Face to Face negotiations learned in the lecture classroom.

Face to Face Review

Participants review and assess their individual performance during the Face to Face negotiations learned in the lecture classroom.

Command Post Set-Up and Control

This course is designed to teach the hostage negotiator what a command post is, how it is set up, and how the security and control are maintained.

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Telephone Negotiation Techniques/Charting

This course is designed to teach the hostage negotiator the proper techniques for establishing telephone communication as well as the proper use of the equipment involved.

The Role of Tactics

This course is designed to acquaint the Negotiators with how tactical operations interact with the negotiation process.

Terrorism and Extremism

This class will inform the student about the history of Islam, key concepts in Islam and how to apply that knowledge to hostage negotiating.

Practical Exercises

Participants perform in a variety of role positions during the hands-on training practice as part of a team of negotiators. Participants employ the tools and training learned to negotiate various scenarios.

Negotiation Strategies Exercise (Self-Study)

Participants are provided an assignment to read and examine information to discover behavior traits of Christopher Dorner and identify negotiation strategies that would be effective for his personality and situation.

Practical Exercise

Participants perform in a variety of role positions during the hands-on training practice as part of a team of negotiators. Participants employ the tools and training learned to negotiate various scenarios.

Practical Exercise Review

Participants evaluate and review their performance in a variety of role positions during the hands-on training practice as part of a team of negotiators. Participants employ the tools and training learned to negotiate various scenarios. Critique is provided by the instructors concerning the scenario outcomes and indicates areas for improvement.

Negotiation Strategies Exercise Review

Participants review their assessments from the assignment concerning the behavior traits of Christopher Dorner and identify negotiation strategies that would be effective for his personality and situation.

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Stockholm Syndrome

This course is designed to acquaint the Negotiators with the Stockholm syndrome how it occurs and how it may affect you as a negotiator.

Video-Colleen Stan

Participants view a video showcasing a historical case of a woman that was held hostage and the effects of the incident upon her mentally and physically.

Evaluations

Participants provide an evaluation or review of their impression of the training program including any suggestions for changes as they observed.

Graduation

Participants graduate and are certified as Hostage/Crisis Negotiators.

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ADULT TRANSPORTATION OFFICER COURSE SCHEDULE Week 1 – FY 2015/2016

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:45 - 8:00		Uniform Inspection			
	8:00 - 8:15		Orientation	.25		
	8:15 - 9:00		Course Introduction	.75		
	9:00 - 11:00		Pistol Familiarization Lab	2.0		
	11:00 - 12:00		Lunch			
	12:00 - 3:30		Pistol Familiarization Lab	3.5		
	3:30 - 5:00		Shooting Principles Lab	1.5		
	5:00 - 6:00		Supper			
TUESDAY = 10.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:45 - 8:00		Uniform Inspection			
	8:00 - 12:00		Familiarization Practicum	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Shooting Drills	4.5		
	5:30 - 6:30		Supper			
	6:30 - 8:00		Low Light Shooting	1.5		
WEDNESDAY = 8.50	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:45 - 8:00		Uniform Inspection			
	8:00 - 12:00		Live Fire Drills	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Stoppage Reduction Drills	4.5		
	5:30 - 6:30		Supper			
THURSDAY = 5.50	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:45 - 8:00		Uniform Inspection			
	8:00 - 9:30		Qualification Practice	1.5		
	9:30 - 12:00		Qualification	2.5		
	12:00 - 1:00		Lunch			
	1:00 - 2:30		Qualification	1.5		
FRIDAY = 0.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location

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ADULT TRANSPORTATION OFFICER COURSE SCHEDULE

Week 2 – FY 2015/2016

MONDAY = 8.25	Time Block	ID#	Training Module		Hrs.	Instructor		Location
	7:45 - 8:00		Orientation / Uniform Inspection		.25			
	8:00 - 9:00		Public Relations		1.0			
	9:00 - 10:00		Effective Communication / Radio Communication		1.0			
	10:00 - 11:00		Inmate / Vehicle Searches		1.0			
	11:00 - 12:00		Vehicle Maintenance / Inspection		1.0			
	12:00 - 1:00		Lunch					
	1:00 - 2:00		Restraints Review		1.0			
	2:00 - 3:00		Custody Level Transport		1.0			
	3:00 - 5:00		Use of Riot Baton (Long Baton)		2.0			
TUESDAY = 10.25	Time Block	ID#	Training Module		Hrs.	Instructor		Location
	7:45 - 8:00		Uniform Inspection		.25			
	8:00 - 12:00		RACC Belt		4.0			
	12:00 - 1:00		Lunch					
	1:00 - 3:00		RACC Belt		2.0			
	3:00 - 5:00		Ankle Stun-Cuff (ERD)		2.0			
	5:00 - 6:00		Dinner					
	6:00 - 8:00		Weapon Retention		2.0			
WEDNESDAY = 8.25	Time Block	ID#	Training Module		Hrs.	Instructor		Location
	7:45 - 8:00		Uniform Inspection		.25			
	8:00 - 10:00		Situational Awareness		2.0			
	10:00 - 12:00		Protective Detail Officer		2.0			
	12:00 - 1:00		Lunch					
	1:00 - 2:00		Loading / Unloading Vehicles		1.0			
	2:00 - 3:00		Specialized Transportation / Emergency Responses		1.0			
	3:00 - 4:00		Proper Chase Procedure		1.0			
	4:00 - 5:00		Defensive Driving / EVOC		1.0			
	5:00 - 6:00		Dinner					
THURSDAY = 10.25	Time Block	ID#	Training Module		Hrs.	Instructor		Location
	7:45 - 8:00		Uniform Inspection		.25			
	8:00 - 9:30		Defensive Driving / NEVO (Classroom)		1.5			
	9:30 - 11:30		Defensive Driving / NEVO (Practicum)	Transportation Scenarios (Practicum)	2.0			
	11:30 - 12:30		Lunch					
	12:30 - 2:30		Transportation Scenarios (Practicum)	Defensive Driving / NEVO (Practicum)	2.0			
	2:30 - 5:00		Transportation Scenarios (Practicum)		2.5			
	5:00 - 6:00		Dinner					
	6:00 - 8:00		Transportation Scenarios (Practicum)		2.0			
FRIDAY = 3.0	Time Block	ID#	Training Module		Hrs.	Instructor		Location
	8:00 - 10:00		Transportation Scenarios (Practicum)		2.0			
	10:00 - 11:00		Evaluations / Closing Remarks		1.0			

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Adult Transportation Officer Training Program ***Week 1 - FY 2015/2016***

Uniform Inspection

The participants will have uniform inspection daily as part of their program to prepare them for the daily chore of ensuring their own uniform is up to or exceeding standards within policy and/or directives.

Orientation

Participants are provided with an overview of the program detailing the academy rules and expectations of the participants throughout the program. Participants are provided with an orientation of the Academy campus and services that are present.

Course Introduction

Participants are introduced to the firearms portion of their occupation. Discussed are the fundamentals of firearms training and expectations from the instructors. Safety rules are thoroughly discussed.

Pistol Familiarization Lab

This course covers a familiarization and introduction to pistols, more specifically semi-automatic pistols. During this period, the nomenclature of the firearms is discussed as well as the purpose of each part.

Shooting Principles Lab

This course provides the basic principles to shooting or firing a weapon. Participants practicing these basic principles will work toward success on the range.

Familiarization Practicum

Participants are provided with the opportunity to practice using unloaded pistols drawing from the holster and lining up sights to practice the basic shooting principles.

Shooting Drills

Participants move to the range and begin shooting drills with the firearm. Various exercises are employed to prepare students by focusing on the fundamental shooting skills or practices.

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Low Light Shooting

Participants move to the range and begin live fire drills with the firearm during low light conditions. Various exercises are employed to prepare students for defense while carrying the weapon.

Live Fire Drills

Participants move to the range and begin live fire drills with the firearm. Various exercises are employed to prepare students for the qualification course of fire and defense while carrying the weapon.

Stoppage Reduction Drills

Participants practice handling problems or malfunctions of the firearm in order to rectify the problem and continue defending oneself.

Qualification Practice

Participants are on the firearms range and begin their practice rounds for the qualification course.

Qualification

Participants are on the firearms range and begin the qualification course. Students are required to complete with a minimum score of 200 out of 250.

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One Mission! One Message! One Team!

Adult Transportation Officer Training Program ***Week 2 - FY 2015/2016***

Orientation/Uniform Inspection

Participants are provided with an overview of the program detailing the academy rules and expectations of the participants throughout the program. Participants are provided with an orientation of the Academy campus and services that are present.

The participants will have uniform inspection daily as part of their program to prepare them for the daily chore of ensuring their own uniform is up to or exceeding standards within policy and/or directives.

Participants are provided time to allow for studying and understanding the information required to obtain their CDL during breaks and out-of-class time.

Public Relations

This class will provide an understanding of three public relations components necessary to building a positive relationship. Those three components are Command Presence, Ethics, and Customer Service.

Effective Communication/Radio Communication

This course includes communicating with staff, the media, and the public while examining ways to enhance communication with your team in order to achieve high-level performance. Proper radio communication is also addressed.

Inmate/Vehicle Searches

Participants are provided with an overview and familiarization of proper searching techniques of persons and vehicles.

Vehicle Maintenance/Inspection

This class will provide the participants with knowledge of vehicle maintenance procedures, vehicle security, proper use of vehicle, required forms, vehicle inspection, and what to do in case of an accident.

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Restraints Review

In this course of instruction, the transportation officer will be provided a review of the standardized application of full restraints as they are to be applied to an inmate. The participants will conduct hands on application and will be observed by the instructor to ensure the participant practices correct application of restraints in the classroom environment.

Custody Level Transport

In this course, the transportation officer will become familiarized with the custody levels of offenders and understand the importance of custody supervision guidelines pertaining to the transportation aspect of offenders.

Use of Riot Baton (Long Baton)

Policy mandates that employees be properly trained in the use of such less-lethal equipment before its use. The instructor will review policy 506.08 regarding batons in the use of force. Participants will be shown how to hold the baton, proper stance positions, striking techniques and blocking techniques. Vulnerable parts of the body will be discussed as well as appropriate striking areas. Participants will be required to demonstrate their proficiency with the long baton during drills.

RACC Belt

This course will introduce the NOVA Remotely Activated Custody Control Belt in its various versions; RACC Belt I, II, III, and IV. Upon passing the 23 question written exam; completion of a skills practice where they will test the belt for functioning and proper placement on a subject, they will receive certification in the RACC Belt.

Ankle Stun-Cuff (ERD)

This course will introduce the ankle stun-cuff restraint device for use in transportation details. Upon completion of lecture and demonstration of the use of the device, participants will be able to use the device as needed during their duties.

Weapon Retention

This course covers the defensive tactic ability to retain a firearm when someone attempts to take possession from a holster; has taken the weapon from the officer; or has a firearm in close proximity to an officer. The participants are instructed in tactics to defend and reduce the opportunity of death or serious bodily injury.

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Situational Awareness

Participants are provided an opportunity to learn safety tips and concerns while on and off the job concerning carrying weapons and being aware of their environment. Similar to law enforcement across the country, time history has provided lessons to reduce the opportunity for damage or injury from being oblivious to warning signs present in society of danger.

Protective Detail Officer

This course will familiarize with participants with the fundamental aspects of being an officer as a member of a protection detail. As other classes provide the basic training to prevent an offender's escape, this class provides the basic training to provide protection to an offender, executive, or property.

Loading/Unloading Vehicles

This course will focus specifically on loading and unloading the passenger vans and busses covering safety precautions and measures apply to vehicles of any size and capacity within policy and authorized procedures as a transportation officer.

Specialized Transportation/Emergency Responses

This course will focus on specialized transportation issues and the proper response to emergency situations that are common and uncommon while transporting persons. Participants will learn the actions to take for anticipated issues and opportunities that are a surprise.

Proper Chase Procedure

This course will concentrate on transportation rules and procedures and the proper way to escort inmates in various situations. Participants will be familiarized with the procedures of properly conducting duties as a chase officer.

Defensive Driving/EVOC

This course provides the Defensive Driving portion of safely operating a motor-vehicle under emergency conditions or Emergency Vehicle Operation Conditions. During this period of instruction, participants learn the conditions that must be met in order to operate an emergency vehicle in accordance with state laws.

Defensive Driving/NEVO & Scenarios

This course provides the Defensive Driving portion of safely operating a motor-vehicle under non-emergency conditions or **Non-Emergency Vehicle Operations**. During this period of instruction,

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participants learn the manner of operating a vehicle in accordance with state laws and operating a vehicle with due regard to public safety.

Participants are separated into teams equally and while some receive the practicum in NEVO, the other team begins scenarios. Upon completion of each team assigned training element, the teams will attend the other element and complete that portion of the training.

Scenarios encompass the culmination of information from the previous courses into real time scenarios that participants must display competency while simulating various duties during transportation practicum activities. Participants not involved in the transport will be role players for those participants engaged in the training session so all may benefit from observing the scenarios. There will be review or critique briefly after each scenario for the participants.

Transportation Scenarios

Transportation scenarios encompass the culmination of information from the previous courses into real time scenarios that participants must display competency while simulating various duties during transportation practicum activities. There will be review or critique briefly after each scenario for the participants.

Evaluations/Closing Remarks

Participants are provided with an opportunity to share their experience and suggestions for program improvement with the training management team as a summative evaluation of the training program. Instructors will provide last remarks concerning the program and provide a review or critique to the scenario performances.

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WORKSHOPS

The following is a list of workshops that are provided for a variety of specialty groups. The information provided to them is designed on an as needed basis.

Chemical Agent Instructor Training - This is a one-day course designed to train instructors for the use of chemical agents in our department.

Taser Instructor Certification/Recertification Training – This is a two-day course to either certify or recertify Taser Instructors

Disciplinary Board Training – This workshop is for either newly appointed Chairpersons or existing Chairpersons who need a refresher. Participants will review policy, discuss any changes needed and will have an opportunity to meet with a representative from the Legal department to discuss legal questions.

Visitation Supervisors' Training – This workshop is for either newly appointed Visitation Supervisors or existing Supervisors who need a refresher.

Sanitation Officer Training – This workshop is for newly appointed Sanitation Officers to receive instruction in their field of responsibility.

Training Design Team – This workshop is for Training Specialists in the facilities to come together for the purpose of designing the following years' training based on needs identified by supervisors or through evaluations.

***IN-SERVICE TRAINING SCHEDULES
AND COURSE SYLLABUS***

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ANNUAL IN-SERVICE TRAINING – FY 2015-2016

Beginning July 1, 2013, all routine annual In-Service training, Day 1, Day 2 and Day 3 will be conducted on site at Adult Services, Field Services and Children's Services locations. The curriculum will be provided by the Academy. In-Service training may also be accomplished by attending job specific training at local Technical Centers or training workshops and seminars.

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TDOC IN-SERVICE/CORE TRAINING SCHEDULE FY 2015-2016

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location	
			Title VI			In-House Day 1 Core Curriculum	
			Emergency Operation Plans				
			Four Minute Response				
			Tuberculosis Prevention and Control				
			Suicide Prevention				
			Drug-Free Workplace				
			STG Identification				
			Fire/Safety Update				
			Prison Rape Elimination Act (every 2 years)				
			HIV/AIDS (every 2 years)				
TUESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location	
	8:00 - 11:00		Overcoming Manipulation	3.0		Day 2 Core	
	11:00 - 12:00		Lunch				
	12:00 - 1:00		Inmate Diversity	1.0			
	1:00 - 3:00		Situational Awareness	2.0			
	3:00 - 5:00		Incident Command Overview	2.0			
WEDNESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location	
	8:00 - 12:00		What Are We Missing?	4.0		Day 3 Core	
	12:00 - 1:00		Lunch				
	1:00 - 3:00		Inmate Disciplinary Procedures	2.0			
	3:00 - 5:00		Tier Management	2.0			
THURSDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location	
	8:00 - 11:00		CPR	3.0			
	11:00 - 12:00		Lunch				
	12:00 - 1:30		First Aid	1.5			
	1:30 - 3:30		Transportation Overview	2.0			
	3:30 - 5:00		Visitation Procedures	1.5			
FRIDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location	
	8:00 - 11:30		Firearms Lab	3.5			
	11:30 - 12:30		Lunch				
	12:30 - 3:30		Firearms Qualification	3.5			
	3:30 - 4:30		Chemical Agents	1.0			

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TDOC IN-SERVICE TRAINING COURSE SYLLABUS

The schedule is designed to allow facilities to train all classifications of employees at the same time for the majority of the schedule. Monday's schedule contains all the topics that are required to be covered during Day 1 Core. Tuesday and Wednesday's schedule contains generic topics that can be attended by any employee. Thursday and Friday's schedule begins to be more Security structured but could be attended by other staff as deemed appropriate.

Standard Day 1 Core Curriculum

These are policy mandated courses that all facilities must cover each year or with PREA and HIV/AIDS every two years. All employees in the facility must attend Day 1 Core training.

Overcoming Manipulation

This course will discuss the tactics of manipulation utilized by inmates and risk factors associated with vulnerable staff. We will discuss the legal consequences of inappropriate relationships with inmates. We will discuss how staff can prevent manipulation and how to identify if they have been manipulated as well as the appropriate steps to take if they recognize they have been manipulated.

Inmate Diversity

This course will deal with inmate diversity. The class will take a brief look at early American correctional history and relate it to today's correctional system. Five key points of inmate diversity will be discussed: Cultural Differences, Gang Affiliation, Economic status, Education level, and Multi-generational criminality. Statistical data regarding race, gender, age, and major offense type covering a ten-year period from 2004 to 2014 will be covered. The trainee should leave with a better understanding of inmate characteristics and diversity of the Tennessee felony offender. This information may be used to provide for effective supervision and provide a working knowledge of predictors that could assist staff in identifying future misconduct while an offender is incarcerated.

Situational Awareness

The modern correctional environment, whether by choice or circumstance, confines both its employees and the inmates. Problems such as overcrowding, institutional violence, gang activity, insufficient training, and forced overtime increase work-related stress of the staff. Essentially, staff are locked in and unarmed as they maintain daily custody and control of the inmates. Often overlooked is the fact that correctional staff cannot walk away from a confrontation or other crisis within the institution. Outside of the workplace, law enforcement officials are now the targets of many who are opposed to their presence.

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Situational awareness comes into play, whether at the job site or away from it. All employees need to know how to determine when things do not appear right, when tension builds, and other clues that may signal unsafe conditions. This course will enable correctional staff to identify signs and behaviors to prevent themselves from becoming surrounded in correctional settings, help them become more observant, and take precautions at work and away from the job to increase their safety

Incident Command Overview

In February of 2003, President Bush issued Homeland Security Presidential Directive (HSPD) 5. This directive required that The Department of Homeland Security develop and administer a National Incident Management System (NIMS). The idea behind NIMS is to provide a consistent nationwide template to enable all organizations to work together during a domestic incident. Until now, there have been no standards for domestic incident response that reached across every level of government and every response agency. This course is designed to provide correctional employees with an introduction to the system and information on how TDOC handles emergencies within the TDOC and to expect it's utilization during widespread emergencies, especially those involving multiple agencies. It is not intended to provide training for implementation.

What Are We Missing?

This course will identify and encompass the introduction, concealment, and proper techniques to utilize when handling contraband in the Tennessee Department of Correction. Various types of searches will be taught and a search exercise will be conducted.

Inmate Disciplinary Procedures

TDOC employees encounter situations on daily basis where offenders break the institutional rules and the employees are bound by policy to enforce not only institutional policies, but state policies as well. Each TDOC employee who has direct contact with inmates is required by policy #502.01 to enforce inmate rules and regulations. This course will enable trainees to successfully carry out this requirement.

The instructor will review the current disciplinary policy and the proper disciplinary process.

Tier Management

During this course the students will be given information and explanations regarding the purpose and fundamental reasoning for the Tier Management system used by TDOC. This course is designed to help students understand the rationale for this system and its importance in maintaining a secure environment for both staff and inmates.

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CPR

Cardio-Pulmonary Resuscitation (CPR) is a necessary tool for any person in society. This Lesson and Certification is instructed by a Red Cross Certified Instructor in facilitating the training components and students being required to pass a written exam and successfully demonstrate on a mannequin the proper life-saving techniques of CPR.

Utilizing lecture, discussion, DVD, demonstration, and return demonstration formats specified by the American Red Cross, the instructor will require the trainee to demonstrate acceptable skill competency utilizing Ambu-pals and pass a written examination prior to issuance of American Red Cross certification in CPR.

First Aid

This course, which is required by TDOC policy and ACA standards, is designed by the American Red Cross to prepare participants to respond to emergency situations. The course utilizes video and class discussion to identify the causes, signs, symptoms and appropriate responses to emergency situations such as checking an ill or injured person, sudden illness, soft tissue injuries, injuries to muscles, bones and joints, and heat and cold related emergencies.

Transportation Overview

The proper procedures for the transportation and escort of inmates are an important function of any correctional system. Of primary importance during the transportation of inmates is both officer and inmate safety that also adequately protects the public. This course will concentrate on transportation rules and procedures and the proper way to escort inmates in various situations. There will also be a component on the search of transport vehicles and emergency situations.

Visitation Procedures

Visitation is a vital part of the rehabilitation process of incarcerated offenders. This course provides the fundamental framework for visitation procedure. It provides an overview of processing and supervising offender visitations.

Firearms Lab

This course of instruction is designed to acquaint the participant with policies and procedures regarding use of deadly force, criteria for firearms qualification, and personnel authorized to carry firearms. Safety rules for the proper handling of firearms (both on the Range and in general) and inspection of ammunition will be discussed to provide for a safe environment during weapon qualification.

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Firearms Qualification

Tennessee Department of Correction requires all Correctional Officers to qualify with the .38 caliber revolver and the 12 gauge shotgun. This course is designed to evaluate the trainee's ability to effectively fire each of these weapons. Each participant will be required to fire a minimum score of 80%.

Chemical Agents

When it becomes necessary for correctional staff to use force against an inmate, the Tennessee Department of Correction provides approved options for the application of that force. One of these approved options is the appropriate use of chemical agents to subdue an inmate. Through the use of lecture and video, a certified instructor will review Departmental Policy 506.07.1 "*Use of Chemical Agents*" and cover the proper use, handling and delivery applications of aerosol oleoresin capsicum or "pepper spray". First-Aid procedures for those exposed to oleoresin capsicum will be discussed. The correct application of the standard issue aerosol delivery canister will be demonstrated by the instructor using inert agent on a "B-27" silhouette target, with each participant required to give a return demonstration.



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